

Application/Renewal for a Permit Footpath Trading



I, _____
(Name of Applicant)

of _____
(Residential Address)

Office Use Only
Application Date ____/____/____
Insurance Expiry Date ____/____/____

I wish to apply for a permit to place (please tick type of activity)

One Moveable Sign Display of Goods

Outdoor Eating Area - Tables _____ Umbrellas _____ Temporary Screens _____

on the footpath/road reserve in accordance with Moira Shire Council's Community Amenity Local Law 2023 Clause 4.3. I wish to conduct the activity at the below address

**You are reminded that smoking is prohibited at all times in an Outdoor Eating area.
For further information please speak with Councils Environmental Health team on 5871 9222.**

Name of business: _____

Address of business: _____

Postal address if different to above: _____

I wish to be able to conduct the above indicated activity on the footpath/road reserve at the following address

I may be contacted on: **Business Phone** _____ **Mobile** _____

Email _____

Have enquiries been made with a council officer prior to submitting this application Yes No

If so, with who _____

Please attach the following:

- A copy of the Certificate of Currency showing:
 - Public Liability-\$10 million (minimum),
 - Pertaining to the activity on the footpath/road reserve,
 - Expiry date showing period of insurance
- A drawing, showing the approximate location of the activity (please see attached layout plan).
- Applicable fee – Please see reverse of this form for the Schedule of Fees. Payment must be made at time of application.

Before you submit your application, please check the expiry date for your Public Liability Insurance. We cannot issue a permit that is outside the period covered by your Certificate of Currency. If you would like your permit to cover the full 12 months from date of application, please ensure your certificate also covers this period.

Note: This form must be completed in full and submitted with all the above attachments prior to the permit being processed/issued. Incomplete applications will be denied, application fee is non-refundable.

Signature: _____ Date: _____

Fee Schedule for Applications (Fees are subject to change 1 July each year)				
Office Use	Title of fee	Amount	Explanation	Total
34	Application Fee	\$70.00	Only applies for a new application. Does not apply to applications for renewal.	
25	Moveable sign	\$70.00	Permit Fee. Applies to new applications and renewals.	
27	Display of goods	\$172.00	Permit Fee. Applies to new applications and renewals.	
33	Outdoor Eating Area • Up to 4 tables	\$165.00	Permit fee. Applies to new applications and renewals.	
38	• Over 4 tables	\$165.00 plus \$27.00 per additional table	Permit fee. Applies to new applications and renewals. All tables must be accompanied by a temporary screen. This is included in amount Permanent screens require planning permission and consent to work within a road reserve. Applies to new applications and renewals.	

PAYMENT METHODS

IN PERSON at Council Offices in Cobram and Yarrawonga. EFTPOS facilities available.

PHONE council during business hours. Monday to Friday 9am to 4.30pm. Please have your credit card ready and a copy of this form.

MAIL cheque or money orders, made payable to 'Moirā Shire Council' to PO Box 578 Cobram VIC 3643.

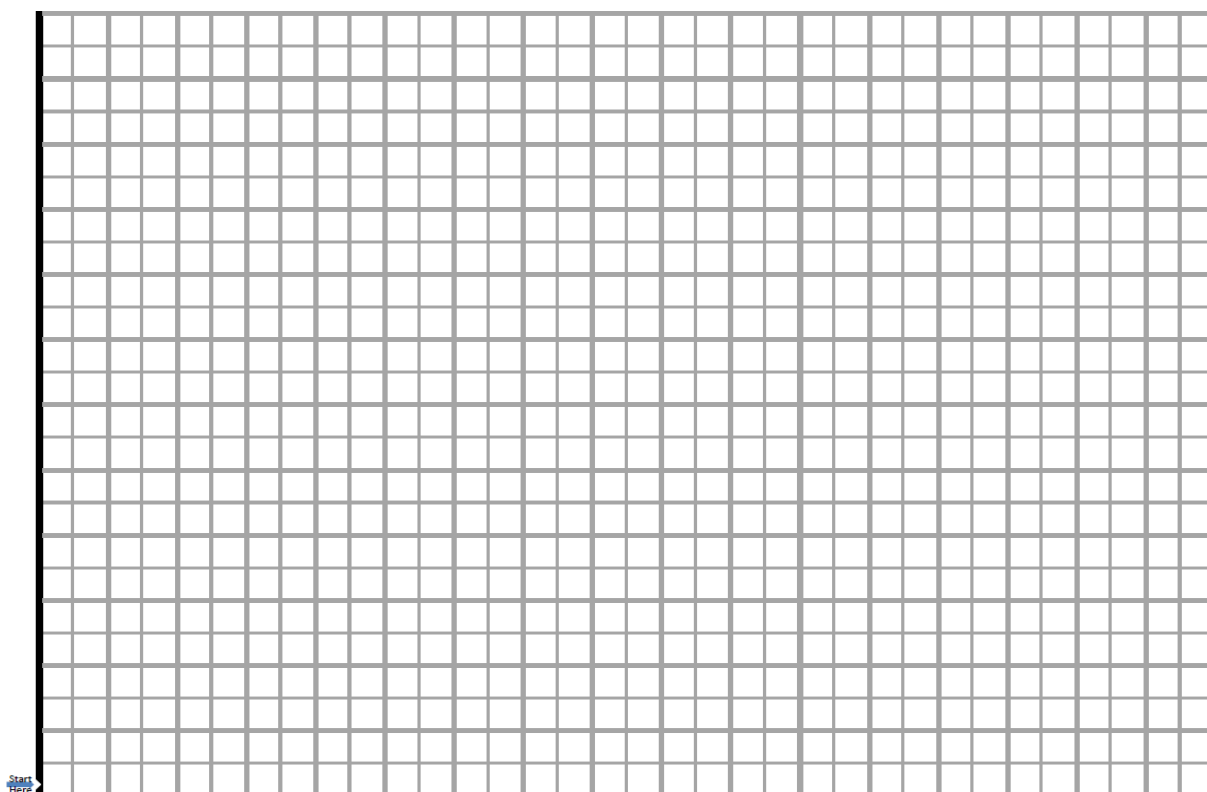


Please read the Moira Shire guidelines for Footpath Trading and Access prior to completing the plan. This document includes a sample of a layout plan

FOOTPATH TRADING PERMIT LAYOUT PLAN

Trading Name: _____

Premises Address: _____



(Divisions are at 0.25 metre intervals)

Notes: You are required to show to scale the following:

1. All dimensions refer diagram below “**Footpath Requirements based on Width**”
2. The area to be occupied by tables and chairs and any other fixtures or fittings
3. The building line and/or shop front including side boundaries, doors, windows etc.
4. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare.
5. Adjacent parking bays or access paths
6. The direction of North on the sketch drawing.
7. For tables and chairs, allow widths of:
 - >1.2m for table with 1 chair;
 - >1.8m for a table with chairs on opposite sides.



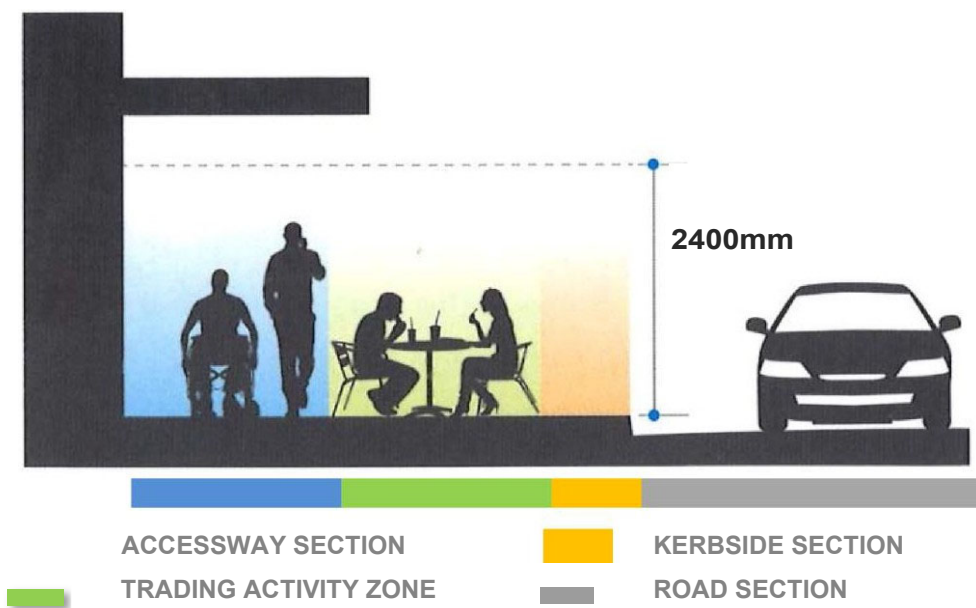
Table 1

Footpath Requirements based on Width

FOOTPATH WIDTH (mm)	ACCESSWAY SECTION (mm)	TRADING ACTIVITY ZONE* (mm APPROX)	KERBSIDE SECTION (mm)
4000 or wider	2000	1300 +	700*
3500-3900	1800	1000 -1300	700*
2500- 3400	1500	300-1200	700*
Less than 2500	No Trading Activities Permitted		

*If you are adjacent to an accessible (disabled) or loading zone car park the Kerbside Section is required to be 1500mm.

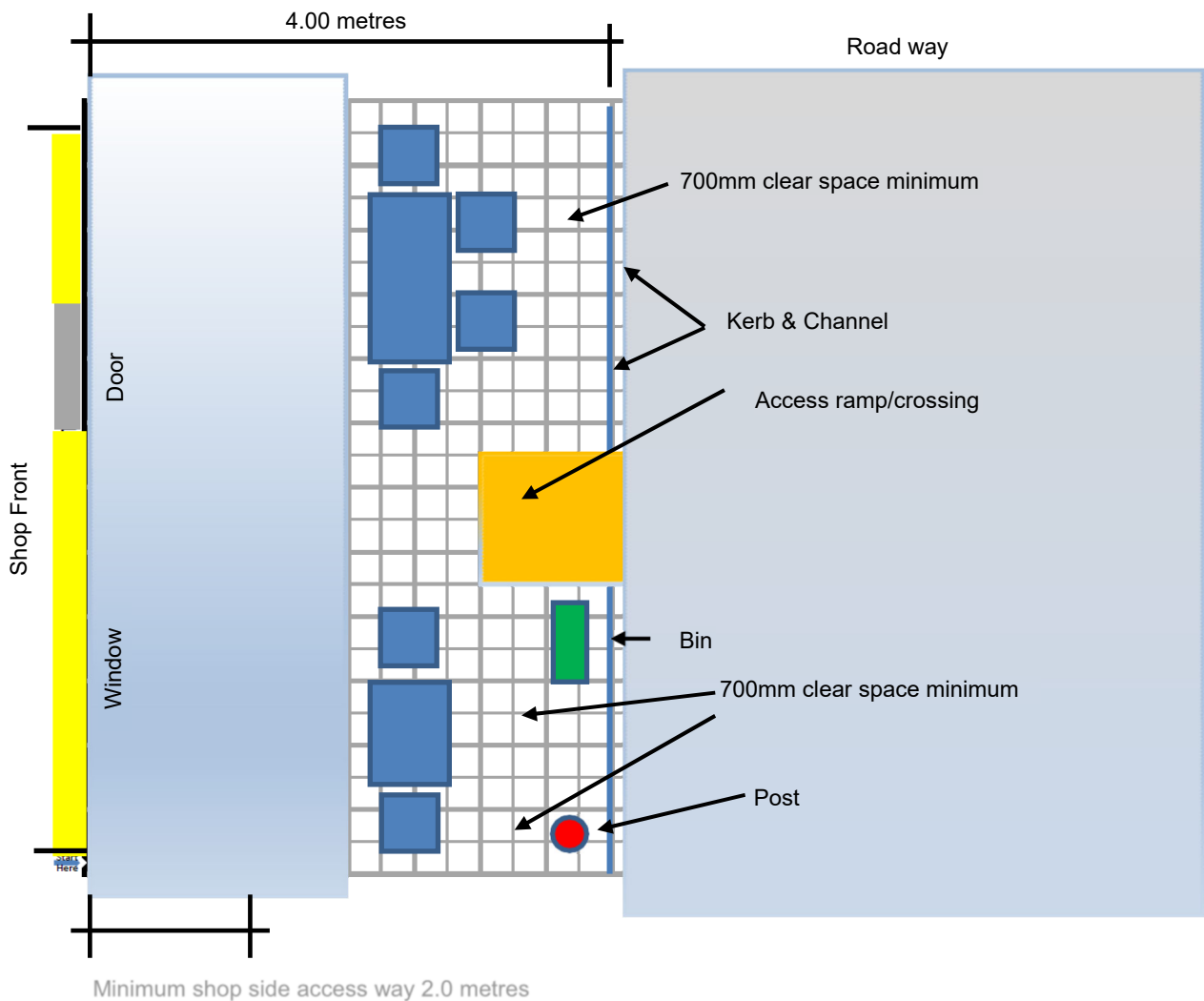
Figure 1



Moira Shire Footpath Trading Permit **EXAMPLE LAYOUT PLAN**

Trading Name: Cobram Cuisine P/L

Premises Address: 44 Station Street Cobram



Notes: You are required to show to scale the following:

1. All dimensions refer diagram below “**Footpath Requirements based on Width**”
2. The area to be occupied by tables and chairs and any other fixtures or fittings
3. The building line and/or shop front including side boundaries, doors, windows etc.
4. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare.
5. Adjacent parking bays or access paths
6. The direction of North on the sketch drawing.
7. For tables and chairs, allow widths of:
 - >1.2m for table with 1 chair;
 - >1.8m for a table with chairs on opposite sides.