

Black Friday Footpath Trading Permit

Horsham Rural City Council
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community.safety@hrcc.vic.gov.au

Information

Apply for your Black Friday Footpath Trading Permit [Here](#).

You can trade on Black Friday on the footpath once you've completed these three easy steps:

1. Complete the application form
2. Attach a plan what you will be setting up on the footpath in terms of tables or other infrastructure (this can be hand-drawn)
3. Attach evidence of your Public Liability Insurance

PLEASE NOTE: Fees have been waived for 2021-2022 however a Black Friday Footpath Trading Permit is still required.

Parking meters are free, however time limits apply to assist manage turn-over of customers wanting to shop at the Black Friday event.

On completion of the online form, a permit will be emailed to you. Our Community Safety Unit team is here to provide advice as to your set up and will conduct compliance checks on the day to ensure everyone's safety.

Standard Conditions

Please review the following standard conditions that will apply to this Permit:

1. All relevant Footpath Trading Guidelines must be adhered to unless written permission is given for an exemption. Guidelines can be found at:

<https://www.hrcc.vic.gov.au/Business/Better-Approvals>

2. A clear 1.8 metre wide walkway must be provided where practicable (1.4m minimum) and grant unobstructed pedestrian movement. No furniture or displays are permitted within the pedestrian walkway, and must be free of any tripping hazards or obstacles.

3. A Covid-19 Safe Plan must extend to your operations on the footpath and spacing of displays must allow for a 1.5m physical distance between customers.

4. This permit is conditional upon having a separate Planning Permit for the defining of a liquor consumption area plus the consumption of liquor at the tables and chairs in the defined area. The permit holder must have the appropriate liquor license to permit the consumption of liquor on the footpath area. The consumption of liquor on the footpath area must cease by 11.00pm.

5. Any tables, chairs, portable wind barriers or umbrellas shall be placed in the position designated in the approved site plan.

6. Tables, Chairs, portable wind barriers and umbrellas must be suitably constructed and weighted to withstand windy conditions. Please note that bar stools may not be approved due to stability issues.

7. All portable tables, chairs, wind barriers and umbrellas must be made unserviceable in a location approved by Council or alternatively completely removed from the area by 11.30pm.

8. All items which are not by the direction of the Council required to be secured must be removed at the close of day's business.

9. The permit holder must clean up any items of litter from the permitted area at the close of each day's business.

10. The permit holder shall be responsible to keep the permitted paved footpath surface area clean from stains, grime, etc at all times to the satisfaction of Council.

11. All employees, volunteers, and other agents of the Permit holder must make available a copy of this Permit and the approved site plan while conducting the permitted activities at any time to an Authorised Officer.

12. Council may reject an application, modify the conditions of an existing Permit, or withdraw or suspend a Permit if:

- Any Permit condition has not been met;
- The Permit is, under any circumstances likely to cause detriment to the amenity of the area, including the ambience of areas;
- An Authorised Officer of Council forms the view that believe a misrepresentation or concealment of fact has been made in the application for the Permit, or
- A material change of circumstances impacting on the Permit has occurred.

13. Council may correct a Permit if the Permit contains an error.

14. The Permit holder must follow any direction given by an Authorised Officer of Council.

15. A Permit may be immediately suspended by an Authorised Officer of Council, if they are satisfied on reasonable grounds that the activity permitted under the Permit poses a risk to the public or a person, Council property (including land for which Council is the manager), or the amenity of the area, and the Permit suspension may possibly reduce or eliminate those risks.

16. Public risk insurance is provided by Council, on behalf of property owners who obtain Permits, to indemnify Horsham Rural City Council against incidents occurring as a result of your property occupying the footpath/nature strip, when done so in accordance with an approved Permit. The insurance details are as follows:

Insurer: QBE Insurance (Australia) Ltd, through Viktor Insurance Pty Ltd (Key UW) Sydney

Policy Number: MK2CLP017469LIA

Excess: \$1000.00

In the event of a claim being made as a result of the activities conducted on the footpath/nature strip you, as the Permit holder are responsible for the payment of the \$1000.00 excess. This Policy may be subject to possible change on renewal of Policy by Council's insurer.

This insurance indemnifies Horsham Rural City Council only, and may not cover your organisational requirements. Council strongly encourages you to obtain independent advice to be certain your organisation has suitable insurance coverage to meet your specific needs.

By Clicking 'Continue' you agree to all of the above standard conditions relating to your Footpath Trading Permit.

Applicant Details

Business/Trading Name: Required

Contact Name: Required

Business Address: Required

Postal Address:

Email Address: Required

Applicant Telephone: Required

Site Plan

Please provide a site plan that clearly indicates the existing site conditions and infrastructure and the proposed location of tables & chairs, barriers, umbrellas and tables and stands for display of goods. A template site plan can be found on [Councils web page https://www.hrcc.vic.gov.au/files/assets/public/document-resources/services/local-lawscommunity-safety/footpath-trading-site-plan.pdf](https://www.hrcc.vic.gov.au/files/assets/public/document-resources/services/local-lawscommunity-safety/footpath-trading-site-plan.pdf), under Local Laws; we encourage the use of this template when drawing the plan of your footpath infrastructure.

Site Plan Required



Please attach all files to the end of this form before submitting it.

Public Liability Insurance

You are required to have Public Liability Insurance to the value of \$20 million. Please attached a copy of your Certificate of Currency for your Public Liability Insurance.

Public Liability Insurance Required



Please attach all files to the end of this form before submitting it.

Declaration

Please note that failure to comply with the conditions as stated on your Footpath trading permit will result in the Permit being revoked. By completing this form I acknowledge that I have read the conditions pertaining to this application and if the permit is granted, I agree to abide by those conditions

Applicant Name Required

Authority to complete this form Required

Signature Required

Date Required

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End of form

Don't forget to attach all files before submitting this form