

Footpath Trading Permit Application or Modification

Footpath Trading Permit Application or Modification



Horsham Rural City
Council urban rural balance

You can start trading on the footpath once you've completed two easy steps: 1. Complete and submit this application form, attach evidence of your Public Liability Insurance (PLI) and a site plan outlining where you will be occupying the footpath. 2. An invoice will then be emailed to you to make payment. You are welcome to begin trading on the footpath as soon as you submit your form and make payment. A formal permit will be emailed to you. Our Local Laws team conduct compliance checks as part of their normal duties and can provide guidance & help as required, or contact Council on 03 5382 9777 for further assistance. **Horsham Rural City Council** <https://www.hrcc.vic.gov.au>
PO Box 511, Horsham Vic 3400 5382 9777 environmentalhealth@hrcc.vic.gov.au

Application Details

Is this an application for: (Select 1 option) Required

- ☐ New Application
- ☐ Amendment to an exiting permit
- ☐ Temporary Footpath Permit - COVID19

Complete this field if you selected 'Amendment to an exiting permit' in *Application Details: Is this an application for:*

Amendment to: (Select 1 option) Required

- ☐ Applicant details
- ☐ Permit Details

Applicant Details

Business/Trading Name: Required

Contact Name: Required

Business Address: Required

Postal Address:

Email Address: Required

Applicant Telephone: Required

Permit Details

The information in the field below does not apply if you selected 'Temporary Footpath Permit - COVID19' in *Application Details: Is this an application for:*

Footpath Trading Fees A Frame, Signs or Flags - \$160.00 each Display Tables or Stands - \$160.00 Unlicensed Tables & Chairs - \$30.00 per chair Licensed Tables & Chairs - \$55.00 per chair Note: Licensed tables and chairs refers to premises with a liquor license. Fees displayed are for the 2021/2022 financial year

The information in the field below applies if you selected 'Temporary Footpath Permit - COVID19' in *Application Details: Is this an application for:*

Footpath trading is an important part of the local retail culture which enhances the atmosphere of our community. We're committed to supporting footpath traders, but we must balance this with the need to provide a safe environment for all. Council requires details of your footpath trading activity to ensure that the necessary risks are addressed for the safety of the community.

If you have an existing Footpath Trading Permit for Display Tables this permit will cover you for Black Friday trading where extra tables may be used. However we require an updated plan of your footpath trading to address any risks that may arise from this activity.

Number of A-Frame, Signs or Flags Required

Number of Display Tables or Stands Required

Number of Unlicensed Tables Required

Number of Unlicensed Chairs Required

Number of Licensed Tables Required

Number of Licensed Chairs Required

Complete this section if you entered a value greater than 0 in *Permit Details: Number of A-Frame, Signs or Flags*

A-Frame, Signs or Flags Description

Please provide a written description of the A-Frame, Signs or Flags being displayed. Please include the actual wording that will be displayed on the sign.

Size & details of A-Frame, Signs or Flags

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 stands for advertising and display of goods. A template site plan can be found on [Councils webpage https://www.hrcc.vic.gov.au/Our-Council/Popular-Forms?BestBetMatch=popular\[d13b95b2-5146-4b00-9e3e-a80c73739a64\]4f05f368-ecaa-4a93-b749-7ad6c4867c1f\[en-AU\]](https://www.hrcc.vic.gov.au/Our-Council/Popular-Forms?BestBetMatch=popular[d13b95b2-5146-4b00-9e3e-a80c73739a64]4f05f368-ecaa-4a93-b749-7ad6c4867c1f[en-AU]), 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 of at least \$10 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 may 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

Date

Required

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

End of form

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