

Footpath Trading

Fact Sheet



Before you can use the footpath, car park or reserve for your business, you will need to apply for a permit from your council. These are usually valid until 30 June and must be renewed each year.



Before you apply

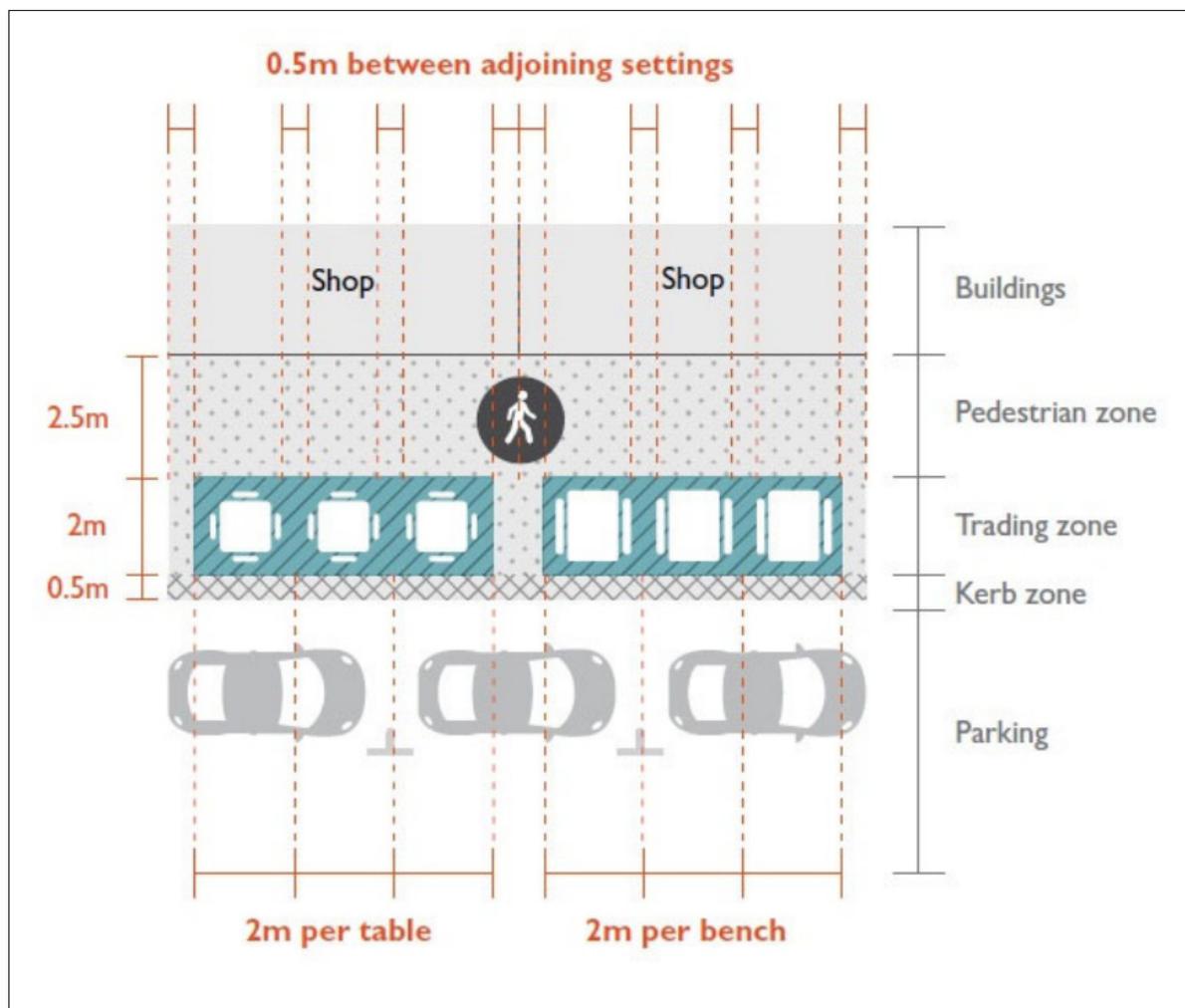
First, familiarise yourself with any relevant policy or guidelines, which are found on your council's website. This will help you understand your responsibilities for managing the footpath area, your design and maintenance requirements, legal obligations and the costs involved.

What do I need to apply?

This will also be listed on the site. Generally, the following will be required:

- Proof of the company and business registration certificates.
 - Liquor Licence (if applicable).
 - A site plan of existing conditions, including:
 - width of the building frontage
 - existing infrastructure including trees, light poles, rubbish bins, street furniture, fire hydrants etc
 - all dimensions associated with the footpath area.
 - A site plan of your proposed footpath activity showing the proposed location of chairs, tables, screens, heaters, umbrellas, advertising signs and the required zone dimensions.
- Details of the proposed furniture, including any screens, planter boxes, heaters, and umbrellas.
 - Details of any advertising, including a photo or drawing to scale of any proposed advertising logo, with clear indication of its size and location on screens and umbrellas. If the total advertising area exceeds approved measurement as per any relevant guideline, a planning permit may be required.
 - Public liability insurance. Councils generally require the insurance policy to note Council's interest and be for no less than \$10,000,000 in respect of any single occurrence. Public liability insurance must remain current and valid for the life of the permit.
 - Usually, an application fee is payable to the Council (non-refundable). This fee helps cover the cost of the on-site meeting (if needed), review, and assessment of the application.

Example of site plan for proposed footpath activity



How long will it take?

Local laws permits are generally fairly quick and easy to get. Typically, if all information is provided applications can be assessed in a few weeks.

Transfer of ownership

A footpath trading permit applies only to the premises for which it is issued and is not transferable from one premises/ proprietor to another on the sale or transfer of ownership.

If you have taken over a business, you will need to make a new application.

Renewal of an existing permit

Before June 30 each year, a renewal notice is issued to all existing permit holders. It is the responsibility of the permit holder to ensure all permit renewal details including public liability, amendments and fees are forwarded to Council. Failure to provide all renewal documentation and fees will result in the cancellation of the permit.

