

# Application for temporary extension to footpath trading zone



Section 2.16 of the Footpath Trading Guidelines (2017)  
and Local Law No.1 (Community Amenity)

**Please allow 10 business days to be informed of a decision. An incomplete application will result in delays.**

Applicant Details					
ABN Entity Name:					
Contact person:					
Postal Address:					
Telephone:		Mobile:			
E-mail Address:					
Current Footpath Trading Permit	_____ / FT				
Activity details	<input type="checkbox"/> COVID-19 extended trading		<input type="checkbox"/> Other (specify below)		
Location of extended trading:					
Items on the footpath:					
Dates	From:	To:	Times	From:	To:

## Application Checklist

- A letter of approval from the business you wish to operate in front of.
- Current copy of your public liability insurance (in the form of a Certificate of Currency) for \$20 million detailing coverage that extends to all items placed on footpath and indemnifying the City of Port Phillip against all claims.
- Site plan at 1:100 scale showing the proposed footpath activity accurately showing:
  - The width of the building frontage.
  - The width of the footpath from the outside edge of the kerb to the building line.
  - Existing infrastructure (public seats, rubbish bins, bicycle stands, trees and tree pits, light poles, fire hydrants, the parking restrictions and location of parking signs, etc).
- Completed Indemnity Form (see below).

Applicable fees may be invoiced upon receipt of your application. If approved, you will be advised of the permit fee.

## Applicant's Declaration

I hereby make application for a permit to display or place the abovementioned item(s) on City of Port Phillip (Council) land outside the above premises. I have read and understood the conditions under which a permit may be granted by Council, and agree to abide by all of those conditions for the duration of any permit so granted. I also guarantee to indemnify Council for any financial loss as a direct result of negligence resulting from any articles belonging to the business and placed on Council land. I declare that all the above details are true and correct.

**Applicant's Name:** .....

**Applicant's Signature:**..... **Date:** .....

# Indemnity Form

THIS INDEMNITY is given the ..... day of ..... 20.....  
(day) (month) (year)

by the .....  
(company/business name)

(hereinafter called “the Indemnifier”) to the PORT PHILLIP CITY COUNCIL (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority, to use a portion of the road or other public area within the municipal district under the Council’s Local Law No. 1 (Community Amenity).

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the indemnifier INDEMNIFIES and will KEEP the Council INDEMNIFIED against all actions, liabilities, proceedings, demands, losses, damages, fees, claims, costs and expenses whatsoever incurred or arising out of, or in connection with or in consequence of the use of the footpath for the purposes associated with the use of the premises at (“the premises”)

.....  
(business address)

whether such premises was operating or not at the relevant time by any person whosoever, including the Indemnifier or employee or agent or subcontractor or any customer of the Indemnifier.

Signed: .....

Director/Proprietor: .....

Print name: .....

Date: .....

## How to Apply

Email: [footpathtrading@portphillip.vic.gov.au](mailto:footpathtrading@portphillip.vic.gov.au)

Mail: City Permits, City of Port Phillip, Private Bag No. 3, PO St Kilda, VIC 3182

**Privacy Statement:** The personal information requested on this form is being collected by the council for the delivery of the Footpath Trading Service. The personal information will be used solely by the council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of considering the application for a Temporary Permit and that he or she may apply to the council for access to the information. Requests for access and or correction should be made to Freedom of Information & Privacy Officer, Governance & Engagement Department, City of Port Phillip.

