

City Permits Panel Fact Sheet and Terms of Reference



The City Permits Panel considers:

- a) applications that do not meet the requirements of the Footpath Trading Guidelines, Mobile Food Vehicle Guidelines, or Business Parklet Guidelines, but the officer recommends support, or
- b) a permit applicant's requests to review Council officer decisions
- c) any matters in relation to serious or ongoing breaches of permit conditions, and
- d) any matters to assist the objectives and implementation of the Footpath Trading Guidelines, Mobile Food Vehicles Guidelines, or Business Parklet Guidelines.

To request a review

A permit applicant must provide a submission within 28 days of the date a decision, including all information to be taken into consideration.

Submissions must be emailed to: footpathtrading@portphillip.vic.gov.au

When awaiting a review

- New Permit requests: Council land must not be used until a permit has been issued.
- Existing Permits: You must only trade with your approved permit. Any requests that the Panel is reviewing must not be implemented unless approved.

If you are in any doubt about the status of your permit, contact the Footpath Trading unit.

Panel membership

The Panel is Chaired by the Coordinator City Permits with three Panel members, convened from available senior Council officers:

- Manager Safety & Amenity - Panel Chair
- Manager Open Space, Recreation and Community Resilience
- Coordinator Transport Safety
- Head of Councillor and Executive Support
- Coordinator Media
- Coordinator Events, Partnerships & Industry Development
- Coordinator Appeals Administration
- Head of Governance

Considerations before requesting a review

- Be aware of the 28-day deadline to submit all information that you wish to be taken into consideration for your review request.
- The Footpath Trading Guidelines, Mobile Food Vehicle Guidelines and Business Parklet Guidelines have been carefully considered prior to their adoption by Council, to ensure that public safety and accessibility for all.
- Make sure you have read how the relevant decision-making criteria, and/or Guidelines that relate to your situation. Understand how the officer has come to their decision.
- Make sure you have thoroughly considered all alternative options available to you. For instance, if the location of public infrastructure such as a bicycle hoop or bench is a key issue, make sure you have investigated any alternative locations which Council could support. If as a result of an officer decision, an alternative proposal is made, this must first be considered by officers as a new request.
- Be prepared to put together information that is clear, concise and accurate. Your plans must be dimensioned and scaled at 1:100, or 1:200 and include all relevant information.
- Avoid referencing other examples around our City. Every site has unique circumstances.

Next steps

The recommendation of the Panel is the final step in Council's process in considering the occupation of public land. There is no appeal available to VCAT against a decision made pursuant to a Local Law. A dissatisfied person may seek a Judicial Review in the Supreme Court, or lodge a complaint with the Victorian Ombudsman.

To discuss the operation of the City Permits Panel

E-mail: footpathtrading@portphillip.vic.gov.au

Phone: (03) 9209 6844, Monday to Friday 8.30 am to 5 pm

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