

APPLICATION FOR FOOTWAY PERMIT Expires 31st March 2017

Information for Applicants:

Applicants are urged to familiarise themselves with the City of Ballarat's "Footpath Trading Policy" of 2013 prior to completing this application form. A copy of this policy can be obtained by visiting The Phoenix, 25 Armstrong Street South, Ballarat Central. It can also be found on the City of Ballarat website at www.ballarat.vic.gov.au.

In addition to this application form, the applicant is required to provide Council with a copy of the following:

- a) A **Certificate of Currency** of a public risk insurance policy with a minimum cover of \$10 million which can be obtained by contacting your insurance provider (**please note that a tax invoice, a schedule of insurance or any other similar document is not a certificate of currency**).
- b) A copy of a current liquor licence which extends to the footway area (this is only required when you intend on serving alcohol at an outdoor dining facility).
- c) A signed Form of Indemnity (copy attached - to be completed).
- d) A full description of the nature of the business, **details of the items proposed to be located on the footpath and a plan of the proposed footpath occupation**.
- e) Any other information that the issuing officer deems necessary or requests as part of the application.

Please note, a permit application will be refused if this form is not completed *In Full* by the applicant and all required/requested information is not supplied.

Payment and Fees:

On receipt of your application, a Council officer will undertake an inspection to determine the suitability of the site. If the site is suitable, a schedule of fees requesting payment will then be sent to you. Once payment has been received, the permit will be issued, and items can be placed on the footway.

Permit fees are per annum and the permits are valid until 31st March each year. A reduced fee may be available to those applications lodged after the 31st October each year.

Permits will be issued subject to the conditions contained thereon and compliance with Council's "Footpath Trading Policy" of 2013.

APPLICATION FOR FOOTWAY PERMIT

Expires 31st March 2017

**Please complete all details otherwise application may be returned*

ITEM(S)

This application is for a permit to:

Display goods for sale or hire on a footway

Yes/No

\$180.00

The area used to display goods for sale or hire must not exceed 2 sq. m.

Place a moveable advertising sign (A/Frame) on a footway

Yes/No

____ sign/s @ **\$96.00**ea

Maximum of 2 signs (only where adequate area allows)

Place a table (and chairs) on a footway

Yes/No

____ table/s @ **180.00**ea

The number of tables and the number of chairs allowed at each table (maximum of 4 chairs per table) will be determined by the Authorised Officer issuing this permit.

Please also indicate how many of the following you propose to place on the footway (relevant for applications for tables and chairs only – please refer to the Policy prior to filling out this section and detail on the plan):

Stand Alone Heaters: x.....

Planter Boxes/Pot Plants: x.....

Umbrellas: x.....

Barrier Screens - Low/High x.....

Company/Person Name:

Trading As:

Business Address:

Postal Address:

Name of Contact:

Contact Phone Number: **Mobile Phone Number:**

Email Address:

Insurance

A permit will not be issued unless a **Certificate of Currency** of your public liability insurance policy, with a minimum cover of **\$10,000,000** and indemnifying Council **against** any claim, has been provided with this application.

Signature

Date

PTO - Form of Indemnity on back

"Personal and or Health Information collected by Ballarat City Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer."

Form of Indemnity

This indemnity is given the _____ day of _____ 20____
(Date) (Month) (Year)

By the _____
(Applicant / Licencee)

Trading as _____ (hereinafter called "the indemnifier")
(Trading name)

At _____
(The premises)

To the CITY OF BALLARAT (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 Footway Policy (Adopted 2013).

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 purposes associated with the use of the premises at ("the premises")

Signature of Applicant