

Footpath Trading Permit Application



If you would like to have footpath trading outside of your business' shop front on a public footpath, you will need to apply for a Footpath Trading Permit from the Bass Coast Shire Council.

To apply for a permit there is an application fee and an annual permit fee. If you apply for a permit and it is not approved, the application fee covers the cost of the application and administration. The permit obtained will be valid until 31 December each year. Please see fee schedule at the end of application form for footpath trading fee that suits you best.

Upon submission of correct forms and documentation, you are able to conduct footpath trading.

If you have any queries relating to the footpath trading application process, or if you wish to renew an existing permit, please do not hesitate to contact Council's Community Safety team on 1300 BCOAST (226 278).

Applicant Name:	
Name of Business:	
Postal Address:	
Business Address:	
Contact Details	Home: Business: Mobile: Other:
Email Address:	
Bass Coast Business and/or Tourism Association Member	Yes / No Name of Association:

This Personal Information is held in accordance with the Privacy and Data Protection Act 2014 Principles

Footpath Trading Application



Please select an option/s below if you wish to apply for a Footpath Trading Permit

A-Frame Signage (Please note: A-Frame to be no larger than 1.2m high and 60cm wide)

Display of Goods

Description of goods: _____

Size of goods _____ square meters

Outdoor Dining

Shop frontage _____ metres

Square meters required _____

Service of Alcohol

Liquor Accord Membership _____

Required Information (Outdoor Dining and Display of Goods only)

Does your shop front face directly onto a Loading Zone? Yes No

Does your shop front face directly onto a Disabled Parking Bay? Yes No

Does your shop front face directly onto a Pedestrian Crossing? Yes No

If you answered 'Yes' to either of these questions please refer to our Footpath Trading Conditions for relevant information and ensure you have clearly marked these on your Site Plan or in your attached photos.

Declaration

I have read and understood Council's Footpath Trading Conditions and agree to comply with them.

Fees for Footpath Trading – Please note all permit fees are non-refundable

Application Fee \$102.30

Advertising Sign (A-Frame) Permit fee \$116.60

Display of Goods for Sale Permit Fee \$143.20 per square metre

Outdoor Dining Permit Fee \$116.60 per square metre
includes tables, chairs, screens, umbrellas and heaters

Bass Coast Business and/or Tourism Association Members receive a 25% discount off the permit fee, capped at \$500 (excludes application fee)

Document Check List

Prior to lodging application, please ensure the following information is attached:

- Site Plan or Photos of the proposed layout of footpath trading
- Certificate of currency for public liability insurance (minimum \$10,000,000.00 cover)
- Current Liquor Licence (if service of Alcohol permit is required)
- Liquor Licence Red Line Plan (if service of Alcohol permit is required)
- Permit Application fee receipt (if applicable)

Breach of Conditions

Council reserves the right to do any of the following should there be any breach of the above conditions and/or any relevant Local Laws.

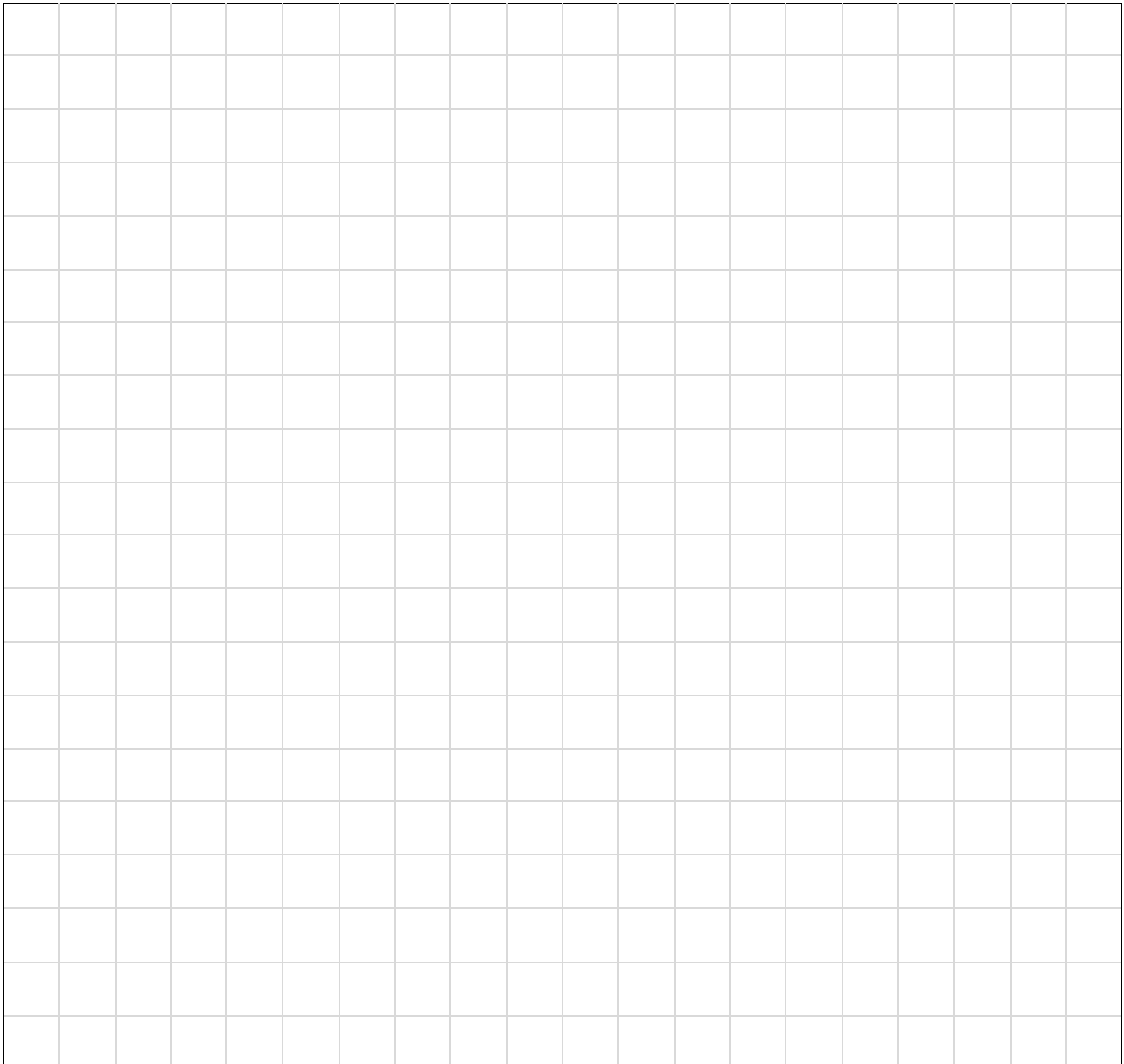
1. Send the permit holder a Notice to Comply
2. Issue an infringement
3. Request immediate removal of all items on the footpath
4. Impound the items with all associated costs needing to be paid, prior to reclaiming items
5. Revoke the footpath trading permit

For a full list of Footpath Trading Conditions, please ask for assistance from our friendly customer service team at the front desk or visit our Bass Coast Shire Council website: <https://www.basscoast.vic.gov.au/community-support-services/local-laws/footpath-trading-conditions>

Site Plan or Photos of layout of Footpath Trading

Please provide a plan of the location and layout of the proposed footpath items. Include position of A Frame, goods on display, and/or outdoor dining as well as highlighting accessway, trading activity zone and kerbside zone.

Alternatively, please provide photos of the proposed layout of footpath trading as well as highlighting accessway, trading activity zone and kerbside zone.

A large, empty grid of 20 columns and 20 rows, intended for drawing a site plan or providing photos of the proposed layout of footpath trading.