

# Application to Place Signs, Goods, Tables and Chairs on Footpath

1 July 2023 to 30 June 2024



## SECTION 1 – APPLICANT DETAILS

Full Name			
Corporation Name		ABN/ACN	
Trading Name			
Trading Address			
Contact Phone Numbers	Business:		Mob.
Email			

## SECTION 2 – TYPE OF PERMIT \*note these fees are a guideline only\*

<input type="checkbox"/>	<b>A' FRAME SIGN</b> (1 Sign)	\$ 108.00	<input type="checkbox"/>	<b>EXTERNAL CHAIRS</b> (Up to 10 Chairs)	\$ 242.00
<input type="checkbox"/>	<b>GOODS</b> (Single Display of Organised Goods)	\$ 177.00	<input type="checkbox"/>	<b>EXTRA CHAIRS</b> (each chair if over 10 Chairs)	\$ 418.60
<input type="checkbox"/>	<b>SPECIAL PERMIT</b> (One sign and/or organised Goods)	\$ 246.40	<input type="text"/>	<b>Total Number of External Chairs</b>	
<input type="checkbox"/>	<b>UMBRELLA(S)</b> (To be placed within trading area, in sleeves)		<input type="text"/>	<b>Total Number of Umbrellas</b>	
<input type="checkbox"/>	<b>BARRIERS/SCREENS</b>		<input type="text"/>	<b>Total Number of Barriers</b>	
<i>Please tick to confirm</i>					

## SECTION 3 – INSURANCE REQUIREMENT

The applicant must hold a current Public Liability Insurance Policy to the minimum value of \$20,000,000. This policy must remain current for the period of this permit and must be available on request. You are not required to provide a copy of the insurance policy to Council; however, you must tick the appropriate box and sign Council's Indemnity Declaration to confirm that you have the necessary cover.

*Please tick to confirm*

☐

## SECTION 4 – PLAN OF TRADING AREA

**You must, with this application, submit a complete detailed layout plan drawn to scale of 1: 100 or a set of photos of site, furniture, signage and teardrop style flags (max of 6 photos).** This must show:

- The area to be occupied by tables, chairs and any other fixtures or fittings
- The building line and or shop front including doors, windows etc.
- The kerb, existing street fixtures or fittings; pedestrian thoroughfare
- A cross section of the footpath

This application will not be accepted unless the **layout plan is attached**.

## SECTION 5 – PERMIT FEE OPTIONS

Council offers the following permit fee options:

- **Instalments – monthly BPay instalments** for permit fees above the value of **\$1000.00**
- **Full Payment**

Please indicate the option you wish to make use of by ticking the relevant box below:-

☐

**BPay instalments**

☐

**Full Payment**

## SECTION 6 – DECLARATION AND INDEMNITY FORM

I declare that I am fully aware of the City Of Monash policies, guidelines and conditions that apply to the permit applied for. I understand that if there is any non-compliance with any conditions, any permit becomes void.

If making this application on behalf of a corporation, I declare that I have authority to act on that corporation's behalf. I also declare that I/the Corporation hold(s) a current Public and Product Liability Insurance Policy to the value of \$20,000,000 and that I/the Corporation will indemnify and hold harmless the City of Monash against all actions, suits or claims whatsoever arising from any injury, loss or damage to any person or property, including all costs associated with the defence of such items, caused by negligent acts of the permit holder in relation to the permitted activity

<b>Applicant Name – Printed</b>			
<b>Applicant Signature</b>		<b>Date</b>	
<b>Designation</b> (where acting on behalf of a corporation e.g. Director)			

### Privacy Collection Statement

Monash City Council ("Council") collects personal information to process applications to place signs, goods, tables and chairs on footpaths and related purposes which the individual to whom the information relates may reasonably expect. Council will not release or provide access to personal information to any other person or body, unless (a) it has been authorised to do so by the person to whom the information relates, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If the requested information is not provided, we may not be able to process the application. An individual may access their personal information by contacting Council's Privacy Officer via email at [legal@monash.vic.gov.au](mailto:legal@monash.vic.gov.au)

# CITY OF MONASH FOOTPATH TRADING PERMIT 2023/2024 LAYOUT PLAN

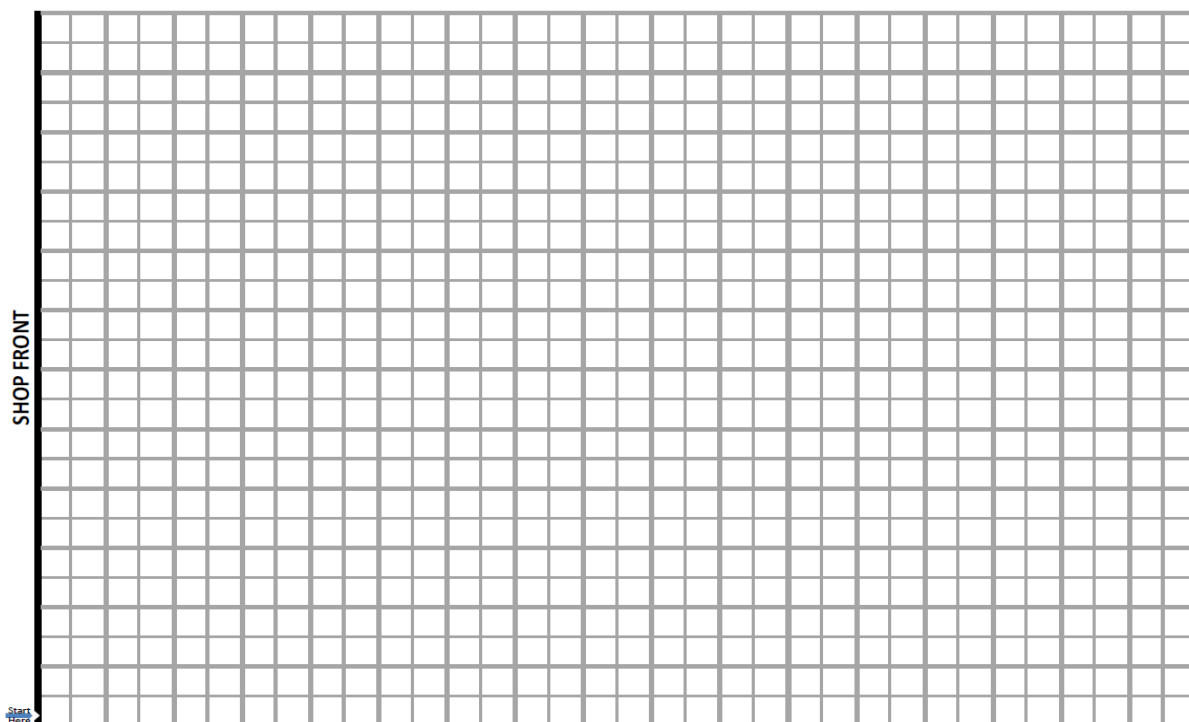


Trading Name:

Premises Address:

Permit Number:

Scale: 1:100



**\*\*Please complete this layout plan in compliance with any direction issued by the Victorian Chief Health Officer as of the date. E.g. 20 tables in respect to requirements\*\***

(Divisions are at 0.5 metre intervals)

**Notes:** You are required to show to scale the following:

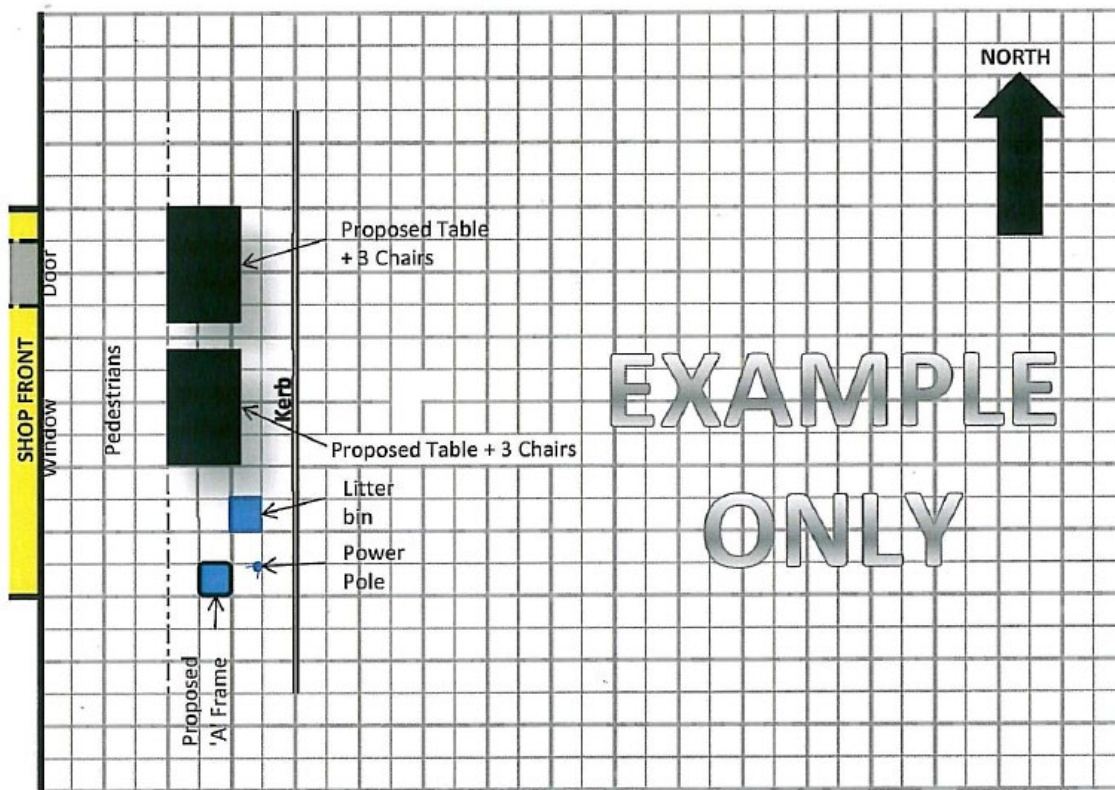
1. The area to be occupied by tables and chairs and any other fixtures or fittings
1. The building line and/or shop front including side boundaries, doors, windows etc.
2. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare.
3. The direction of North on the sketch drawing.
4. For tables and chairs, allow widths of:
  - >0.8m for tables only;
  - >1.2m for table with 1 chair;
  - >1.8m for a table with chairs on opposite sides.

*See overleaf for an example*

# CITY OF MONASH FOOTPATH TRADING PERMIT 2023/2024

## EXAMPLE LAYOUT PLAN

**Trading Name:** Joe's Pizza Shop  
**Premises Address:** 5 Business Way, Monash



4

**Scale: 1:100**

(Divisions are at 0.5 metre intervals)

**Notes:** You are required to show to scale the following:

1. The area to be occupied by tables and chairs and any other fixtures or fittings
1. The building line and/or shop front including side boundaries, doors, windows etc.
2. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare.
3. The direction of North on the sketch drawing
4. For tables and chairs, allow widths of:
  - >0.8m for tables only;
  - >1.2m for table with 1 chair;
  - >1.8m for a table with chairs on opposite sides.

# APPLICATION TO UTILISE NEIGHBOURING FOOTPATH TRADER AREA

## Neighbour Support Form

Dear Neighbour,

I am applying to the City of Monash for a permit for Footpath Trading outside of my business and would like an additional \_\_\_\_ (number) \_\_\_\_ (Chairs & Tables only) I seek permission to utilise additional footpath space outside of your business as the Local Law requires me to have a permit.

As an owner of an adjoining business I would appreciate your support for my application by signing the lower part of this letter and returning it to me, or posting it to the Council.

Yours sincerely

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

### Re Local Law Permit to Utilise Additional Footpath Space

To the Manager, Community Amenity, Monash Council PO Box 1, Glen Waverley 3150 or [mail@monash.vic.gov.au](mailto:mail@monash.vic.gov.au)

(Tick where applicable)

☐ I have no objection to the granting of the Local Laws permit applied for.

☐ I support the granting of a permit subject to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ I object to the granting of a permit for the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Name			
Address			
Contact No			
Date		Signature	

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