

Roadside and Footpath Trading - New Permit Application

Licensee's Details

Name: _____
Postal Address: _____
Phone: _____ Email: _____

Business Details:

Trading Name: _____
Property Address: _____
Contact Person: _____
Phone: _____ Email: _____
Days/hours of operation: _____

I wish to apply for a new Roadside and Footpath Trading Permit for

*Up to and incl. 12 month permit duration; or

*Over 12 months permit duration - maximum to 24 months to include the following items:

Note: All Roadside and Footpath Trading Permits expire on 31st August. Renewals will be issued prior to the expiry date.

Calculate fee to be paid based on the period you have chosen for your business**	*Up to and incl. 12 month permit duration	*Over 12 months permit duration - maximum 24 months	**Fee based on option period chosen
Moveable a-frame signs - max. of 2 items permitted	\$53	\$93	
Moveable flags	\$53	\$93	
Outdoor Dining tables - up to 4	\$205	\$358	
Outdoor Dining tables - between 5-8	\$308	\$539	
Outdoor Dining tables - 9 or more	\$427	\$747	
Display tables, shelves, racks etc - Up to 4	\$109	\$191	
Display tables, shelves, racks etc - between 5-8	\$163.50	\$286	
Display tables, shelves, racks etc - 9 or more	\$219	\$383	
Ancillary Furniture (non-saleable items - Umbrellas, Heaters, Barrier Screens, Pot Plants)	\$68	\$119	
Real Estate Signs – Annual price per franchise	\$251.50	\$440	
TOTAL PAYMENT DUE			

If you wish to be contacted about other alternative items not listed above, please tick here

What days of the week and hours you are applying to place furniture items out: _____

If applying for Outdoor Dining, do you plan to serve alcohol at these tables? YES NO

If applying for Outdoor Dining, do you plan to allow BYO alcohol at these tables? YES NO

If you answered yes to above, do you currently have a liquor licence? YES NO

What type of liquor licence do you have or will you be applying for? _____

Payment options

- **By Mail:** cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151 KYNETON VIC 3444.
- **In person:** Present this form and payment (cash, cheque/money order, EFTPOS or credit card) at our offices.

Footpath Trading Plan

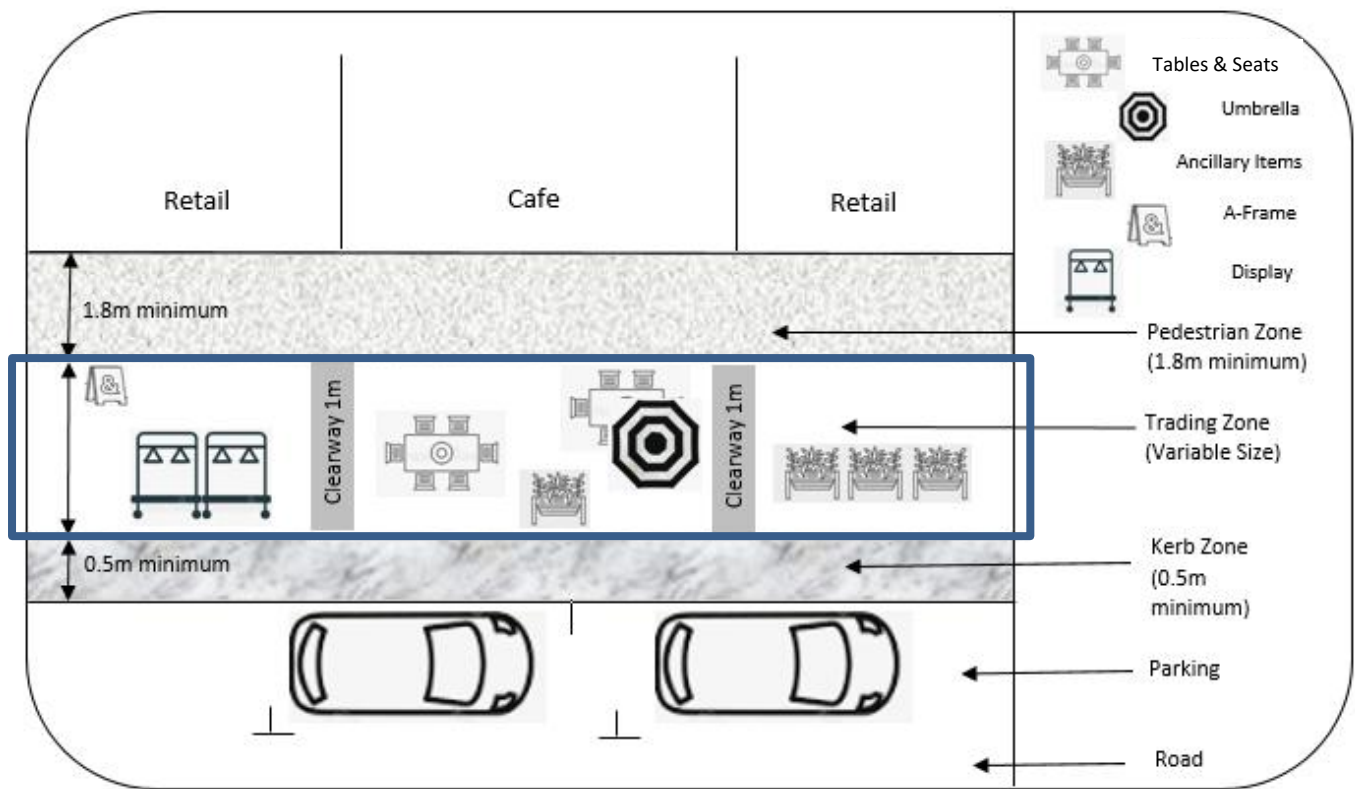
A footpath trading plan forms part of your use of the public space agreement which **MUST** be completed and attached to your application (see Template following page).

It must include a detailed plan/sketch of the area indicating the measurements of the Pedestrian Zone, Trading Zone and Kerb Zone. An example has been provided below should you need it.

Kerb Zone and Pedestrian Zone are fixed areas as indicated in the example below and cannot be changed.

The type and dimensions of furniture, goods or other items must be included. Include all items you are applying for on this form and ensure that all items you have indicated are included on your sketch. Please ensure you clearly indicate the entire proposed Trading Zone by marking a boundary line on your plan.

Example Footpath Trading Plan



Application Checklist – please tick all that apply:

- I have attached a copy of a current Public Liability Insurance Certificate of Currency for a minimum of \$10 million cover for the items and activities proposed on Council land together with details of the exclusions under the policy.
- I have attached a copy of existing Liquor Licence (if applicable).
- I have attached a Footpath Trading Plan that fully complies with the Roadside and Footpath Trading Policy.

Privacy Statement

Macedon Ranges Shire Council is committed to protecting your privacy. The personal information you provide on this form is being collected for the primary purpose of assessing your permit application. Where required, your name, address, contact details and any other personal information contained in copies of documents submitted in support of your application, will be provided to Macedon Ranges Shire Council staff to enable them to process your application. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. If you wish to gain access to, or alter any personal information you have supplied on this application, please contact us on (03) 5422 0333 or via email to mrrsc@mrrsc.vic.gov.au You can access [Council's Privacy Policy](#) at mrrsc.vic.gov.au

Declaration

I have read and understand Council's Roadside and Footpath Trading Policy and agree to comply with this policy and to fully abide by all conditions of my permit. I understand the issue of this permit is at the discretion of Council and that at any time Council may cancel or amend my permit in accordance with Part 2 of the Community Local Law 2023**.

Name: _____

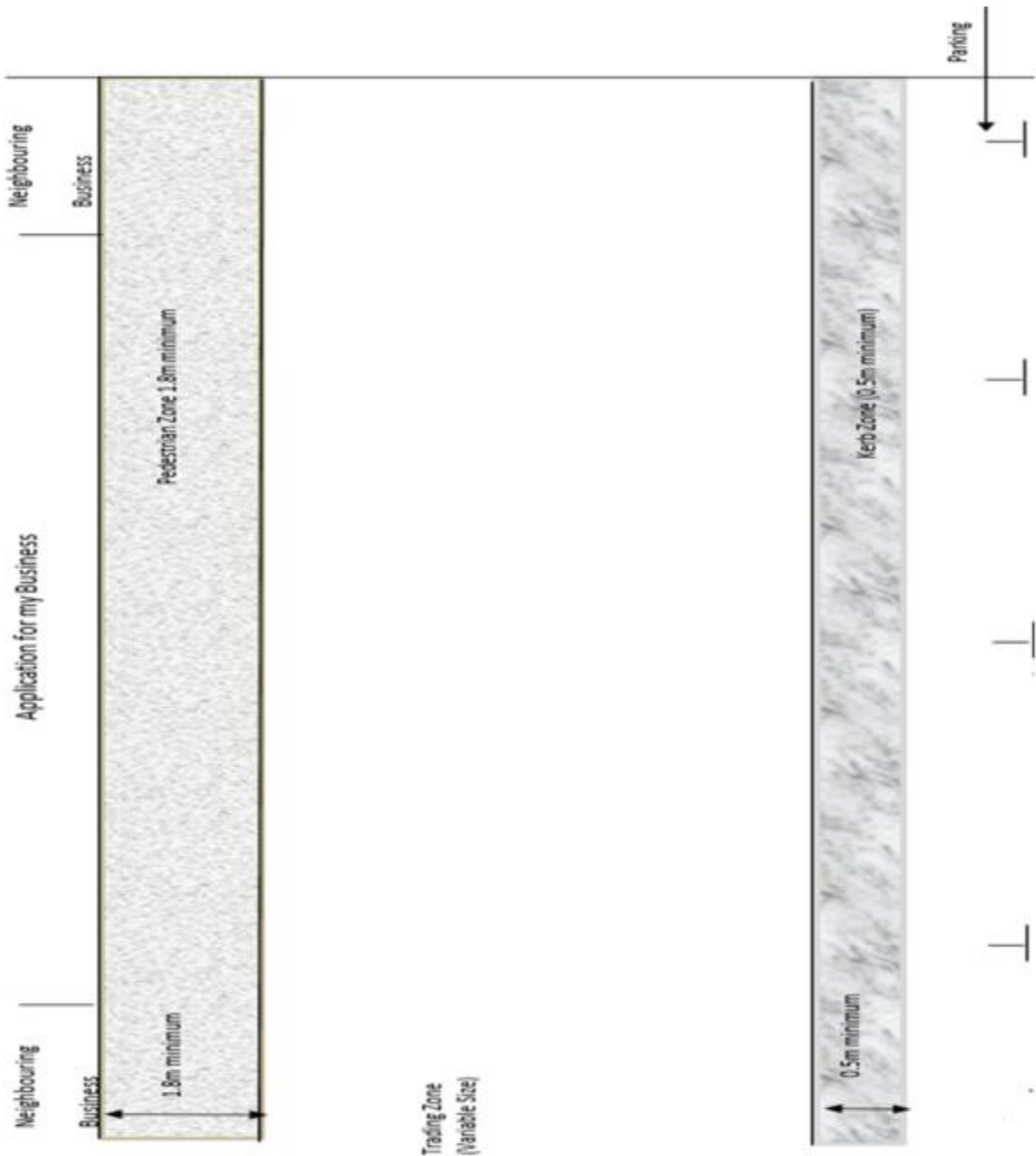
Date: _____

Signature: _____





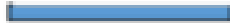


A Local Laws Officer will be in contact regarding the assessment of your application. We are endeavouring to process applications as expediently as possible. However, more complex applications may take longer to assess and approve.

Proposed Footpath Trading Plan – STREET/NEW _____

Draw all of your proposed outdoor items on to the template below using the recommended symbols as guidelines. Please ensure you include the dimensions of each item as you insert them.



Draw symbols (or similar) in your proposed location(s)

						
A-frame	Tables & Seats	Umbrellas	Flags	Banners	Displays	Pot Plants