

# Footpath Trading Permit Application

If you are applying for a Footpath Trading Permit for the following reasons, please fill out the details in the relevant pages.

TYPE OF FOOTPATH TRADING PERMIT	PAGES		
	1	2	3
To put up A-frame signage	✓	✓	✓
To display goods	✓	✓	✓
For dining purposes in front of your own shopfront	✓	✓	✓

Prior to applying for a permit all applicants should review Manningham's Footpath Trading Guidelines available here [manningham.vic.gov.au/apply-for-a-footpath-trading-permit](http://manningham.vic.gov.au/apply-for-a-footpath-trading-permit)

## APPLICANT DETAILS

First name/s

Surname

Email

Postal address

Mobile phone

Other phone

## BUSINESS DETAILS

Trading name

Address

## TYPE OF PERMIT/S REQUIRED

### ☐ **A frame sign/s - Signs to be no larger than 0.9 metres x 1.1 metres**

☐ 1 sign Fee \$ 149.00

☐ 2 signs Fee \$ 298.00

Total fee \$

For more information about A Frame signs please see page 8 of the *Footpath Trading Guidelines*

### ☐ **Display of goods**

Area to be used

☐ Six (6) square metres or less

Fee \$335.00

☐ Greater than six (6) square metres

Fee \$93.00 per square metre

How many square metres to be used?

Total fee \$

For more information about the use of footpaths please see page 9 of the *Footpath Trading Guidelines*

### ☐ **Table and chairs** **For placement outside the front of nominated business**

Area to be used

☐ Six (6) square metres or less

Fee \$335.00

☐ Greater than six (6) square metres

Fee \$93.00 per square metre

How many square metres to be used?

Total fee \$

For more information about the use of footpaths please see page 9 of the *Footpath Trading Guidelines*

## PUBLIC LIABILITY INSURANCE

### ☐ Certificate of currency is attached

A copy of your public liability insurance must be submitted with the form. The certificate must be current and provide cover for the current period.

Cover must be to the value of or greater than \$20 million.

## SITE PLAN

### ☐ Site plan demonstrating existing conditions or a full colour photograph is attached

A site plan or site photograph must be submitted with this form and outline:

- Width of the business frontage and width of the footpath from front of kerb to the front property boundary
- Location of building lines and type of abutting uses
- Location of existing trees, light poles, signs, existing street furniture, pits, fire hydrants, car parking, bus stops and other infrastructure on the footpath

## STATEMENT OF ACCEPTANCE

I declare that the information I have provided is true and correct. I have read, understood and agree to Manningham Council's Footpath Trading Guidelines and wish to apply for the selected permit to use in accordance with these terms. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for the purposes as stated. I agree to return the permit if my eligibility changes. I acknowledge any information found to be false in support of this application will result in my permit being cancelled.

Applicants signature

Date

Once assessed an invoice and permit will be issued.

## HOW TO SUBMIT



**Via email**

**[manningham@manningham.vic.gov.au](mailto:manningham@manningham.vic.gov.au)**



**In person**

Visit us in person Monday to Friday 8.30am to 5.00pm  
Manningham Civic Centre, 699 Doncaster Road Doncaster, Victoria



**By post**

Manningham Council PO Box 1 Doncaster VIC 3108

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