

You need a footpath trading permit to place tables and chairs, advertising signs, display goods, planter boxes, umbrellas, screens or promotional items on the footpath.

Outdoor Dining Facilities	Fee \$65.00
Advertising Sign / A-Frame (max 2)	Fee \$41.00 (each)
Display Goods for Sale	Fee \$65.00

All footpath trading permits are for 12 months and due for renewal on 30<sup>th</sup> September each year.



**What activities do you want a permit for? Please tick all that apply**

<input type="checkbox"/>	Outdoor Dining (Tables and Chairs)
<input type="checkbox"/>	Advertising Sign/A-Frame (max 2)
<input type="checkbox"/>	Display Goods for Sale
<input type="checkbox"/>	Umbrellas
<input type="checkbox"/>	Planter Boxes
<input type="checkbox"/>	Screening

Questions marked with an asterisk (\*) must be completed.

## Section 1

Applicant Details			
<b>Applicant*</b> The person who wants the permit.	Business Trading Name:		
	Proprietor or Company Name:		
	ABN:	ACN:	
	Business Street Address:		
	Suburb/Locality:		Postcode:
	Postal Address:		
	Suburb/Locality:		Postcode:
<b>Contact Details*</b>	First Name:	Last Name:	
	Daytime Phone:	After Hours Phone:	
	Email:		

Details about your Building and Location		
Are you the owner of the business or property outside which the footpath will be occupied for trading?	Yes	No
<b>Do you propose to use the footpath next door to your business?</b> <i>If yes please attach a letter of support from the building owner stating you can utilise their footpath frontage</i>	Yes	No
What business hours will the items be located on the footpath?		
<b>Do you have Public Liability Insurance?</b> <i>If yes, please provide details below.</i>  You must attach a copy of your Certificate of Currency for public liability insurance. It must list Pyrenees Shire as an interested party, have a minimum cover of \$10 million and mention footpath trading.	Yes	No

Public Liability Insurance Details			
Policy Number	Insurer	Expiry Date	Amount of Cover

<b>Details of Footpath Trading</b>	
<b>Outdoor Dining</b>	
<b>Will you be serving alcohol?</b> <i>If yes, please attach a copy of your liquor license.</i>	Y / N
<b>Number of tables and chairs?</b>	
<b>How many Pot Plants?</b>	
<b>How many Umbrellas?</b>	
<b>How many blinds/screens?</b> <b>Include details of sizes.</b> <i>NOTE: this may trigger the need for a planning and/or building permit</i>	
<b>How will you secure the items from the weather? (e.g. wind)</b>	
<b>Display of Goods for Sale</b>	
<b>What do you propose to have on display on the footpath?</b>	
<b>How will you secure the items from the weather? (e.g. wind)</b>	
<b>Advertising Sign / A-frame (maximum 2 signs)</b>	
<b>What type of sign?</b>	
<b>Size/dimensions of sign (include a photo is possible)</b>	
<b>How will you secure the items from the weather? (e.g. wind)</b>	

**Please attach a site plan for your proposed footpath trading showing the location and approximate size of all the elements detailed above.**

Please complete the plan below showing the available widths and proposed location of your outdoor dining area. Attach a separate plan and/or photos if needed.

	<b>YOUR BUSINESS</b> <b>Shop Front</b> Width (m) _____	
<b>Pedestrian Zone</b> min 1.8m	<b>Pedestrian Zone</b> Width (m) _____	<b>Total Footpath Width (m)</b> _____
<b>Footpath Trading Zone</b>	<b>Outdoor Dining Zone/Footpath Trading Zone</b> Width (m) _____	
<b>Kerb Zone</b> min 0.7m	<b>Kerbside Zone</b> Width (m) _____	
<i>Road/Parking Area</i>		

## Indemnity

The applicant has applied to the Pyrenees Shire Council for Authority to use the footpath within the municipal district in accordance with Council's Footpath Trading Guidelines.

In granting the permit, the permit holder agrees to indemnify the Council against all claims of any kind arising from any negligent act by either the applicant or the applicant's agents and users.

The applicant agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the applicant's use of the footpath and its obligations under the permit and be directly related to the negligent acts, errors or omissions of the applicant.

The applicant's liability to indemnify the Council shall be reduced proportionately to the extent that any act or omission of the Council, contributed to the loss of the liability

Signature:

Date:

## Declaration (This form must be signed by the applicant.)\*

I declare that I am the applicant; and that all the information in this application is true and correct; and the owner (if not myself) has been notified of the permit application.

Signature:

Date:

## Checklist

- Have you:
- ☐ Filled in the form completely?
  - ☐ Provided all necessary supporting information and documents?

**Incomplete forms will result in a delay in processing your application.**

## Lodgement

Lodge your  
completed  
application form and  
all the documents  
to:

Pyrenees Shire Council  
5 Lawrence Street  
BEAUFORT VIC 3373

Email: [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au)

Council may or may not issue a permit with or without conditions and may also cancel a permit at any time. A permit will be valid for dates or period of time indicated on the permit upon being issued and is not transferable.

## Standard Conditions

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### Office Use Only

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Application Number:

Date Lodged:        /        /

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The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of processing a local law permit for footpath trading. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.

# PYRENEES SHIRE COUNCIL



5 Lawrence Street, Beaufort 3373  
Phone: (03) 5349 1100  
Fax: (03) 5349 2068  
Email: [pyrenees@pyrenees.vic.gov.au](mailto:pyrenees@pyrenees.vic.gov.au)

## **PAYMENT OPTIONS FORM**

**(Please attach with your application)**

<b>Name:</b>			
<b>Property Address:</b>			
<b>Phone Number:</b>			
<b>Email:</b>			
<b>Department:</b>	<input type="checkbox"/> Building	<input type="checkbox"/> Planning	<input type="checkbox"/> Local Law
	<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Other :	
<b>Description:</b>			
<b>Total Amount To Pay:</b>	\$		

### **How would you like to pay?**

<input type="checkbox"/> <b>Over the Phone by CREDIT CARD</b>	Our Customer Service team will call the phone number provided on this form to take your payment.
<input type="checkbox"/> <b>In Person by CASH, CHEQUE or EFTPOS</b>	Please bring your application and pay in person at Council's Beaufort Office or Avoca Information Centre.
<input type="checkbox"/> <b>Mail a CHEQUE</b>	Post your application and include a cheque payable to: Pyrenees Shire Council, 5 Lawrence Street, BEAUFORT Vic 3373.

**Signed:** \_\_\_\_\_

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

**PLEASE NOTE THAT YOUR APPLICATION CANNOT BE ASSESSED OR PROCESSED UNTIL PAYMENT HAS BEEN MADE IN FULL**

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