

Apply for a Footpath Trading permit



Business details

What activity are you wishing to undertake? (Select 1 option) **Required**

- Outdoor Dining
- Display of Goods (Trestle table, garment rack etc.)

Business name **Required** This is the name of the business that the permit is for

Address of the business **Required**

If your King William Rd business includes a 'flexible' space area, you will need written support from the building owner.

If you are not the building owner, you are required to get support from the building owner 'Flexible' space for outdoor trading. This can be a signed statement attached to this document.

Complete this section if you selected 'Display of Goods (Trestle table, garment rack etc.)' in *Business details: What activity are you wishing to undertake?*

Merchandise display details

Please complete this section if you have requested a permit to display goods.

Type of items/goods that will be displayed for sale **Required**

Please note that Council is not responsible for any damages or loss of items, should they be stolen, or if goods are not secured to suit weather conditions.

Attach an image or sketch of the display Required



Please attach all files to the end of this form before submitting it.

Provide a description of the equipment that will be used to display goods for sale. Required

Eg, trestle table, garment rack.

Remember that all equipment needs to be removed at the end of trade.

What are the dimensions of the area your display will occupy? Required

ie 1m x 2m

What are your hours of trade? If different across days, please specify. Required

E.g. Mon - Wed 9am - 5pm, Thurs 9am-9pm.

Complete this section if you selected 'Outdoor Dining' in *Business details: What activity are you wishing to undertake?*

Outdoor dining details

Please complete this section if you have requested a permit for Outdoor dining use.

Chairs, tables and merchandise displays must be removed from the Permit area at the close of business each day. It is important that any furniture used is designed to be attractive, functional and durable. Consult the guidelines for all requirements.

Select all items which you would like to have within your outdoor dining space (Select 1 or more options) Required

- Tables
- Chairs
- Screens
- Planter boxes/pots
- Heaters
- Removable umbrellas
- Other

Other

Complete this field if you made a selection that includes 'Other' in *Outdoor dining details: Select all items which you would like to have within your outdoor dining space*

Other - Please provide details on what this is, and how many of this item will be used Required

Please attach images of all furniture and equipment you wish to use

 Please attach all files to the end of this form before submitting it.

If you do not have images, please provide a detailed description of all furniture and equipment you wish to use. Include measurements where possible.

One A-Frame is permitted within the approved permit area only. No other signage is permitted. Please ensure that your A-Frame is included in your outdoor dining design plan. A Frames can **only be placed in the agreed Outdoor trading zone.**

Will alcohol be served? (Select 1 option) Required

- Yes
- No

Complete this field if you selected 'Yes' in *Outdoor dining details: Will alcohol be served?*

Do you have a current liquor license? (Select 1 option) Required

- Yes
- No, I am in the process of applying or will apply for a license

The information in the field below applies if you selected 'Yes' in *Outdoor dining details: Do you have a current liquor license?*

Applicants will need to alter any existing liquor license to include the proposed outdoor dining area through Consumer and Business Services.

Complete this field if you selected 'Yes' in *Outdoor dining details: Do you have a current liquor license?*

Liquor license number Required

What is the maximum # of patrons your venue is licensed for? Required

Please list your days and times of trade, for which you wish to occupy the outdoor space? Required

E.g. Monday to Friday - 9am to 5pm, Saturday 9am - 12pm

Does this comply with your original Development application planning permission? (Select 1 option) Required

- Yes
- No
- Unsure

Complete this section if you selected 'Outdoor Dining' in *Business details: What activity are you wishing to undertake?*

Outdoor dining plan

You must provide us with a detail plan of the proposed Outdoor Dining area.

The plan needs to include:

- Where each item will be placed
- Specific measurements of the trading zone, walkways and kerbside
- Any existing Council infrastructure such as waste bins, parking signs

Attach an image of your plan here Required



Please attach all files to the end of this form before submitting it.

Applicant details

Given name Required

Family name Required

Preferred phone Required

Email Required

Please attach a copy of your current Public Liability Insurance to the value of \$20 million, naming City of Unley and any adjacent premises as an interested party. Required



Please attach all files to the end of this form before submitting it.

General Conditions of the Permit

- For the term of the permit, the permit holder will maintain all fixtures and equipment erected or installed, or vegetation planted, in good condition and to recognised standards.
- The permit holder indemnifies and holds harmless Council against all suits, actions, proceedings, judgements, claims, demands, costs, expenses, losses or damages for which Council becomes or may become liable in relation to the death or injury to any person, or the damage to any property in connection with the display of items as authorised by the permit wherever arising, except to the extent that Council is negligent.
- For the term of the Permit, to comply with all application industry standards, health or safety standards, current standards of Standards Australia or any applicable codes of practice.
- This permit will not come into operation until proof of all insurances has been provided to the Council and a copy of the permit has been sent to you.

Public Liability Insurance

- Public Liability insurance must be kept current and valid for the entire term of the permit duration.
- We require a current certificate of insurance for Public Liability to the value of \$20,000,000. The City of Unley and any adjacent premises must be named as an interested party.
- If at any time your Public Liability insurance is renewed during the term of the permit, you are required to provide an updated certificate to the City of Unley.

Penalties

- First breach of the conditions of the Permit will result in a verbal warning (with notation on the Permit Holder file) and compliance to be achieved within 1 day.
- Second breach of the conditions of the Permit will result in a written notice and compliance to be achieved within 1 day (with notation on the Permit Holder File)
- Third breach of the conditions of the Permit will result in the cancellation of their Permit in accordance with section 225 with no refund and removal of any items by Council. (Fees with apply for this)
- If you are trading without a valid permit a \$210.00 expiation for each breach may be enforced.

By submitting this application I acknowledge and accept; (Select 1 or more options)

- I have read, understood and agree to comply with Council's Footpath Trading Permit Policy, Guidelines and conditions.
- The permit may be revoked by Council for any breach of these conditions
- I understand that all items will be removed at the end of trade and the area left clean and free of debris
- Council retains the right to use the permit area for public events subject to providing the permit holder with one month notice of the time and date of the event.

By signing, you are acknowledging that you are authorised to sign on behalf of the business/organisation and agree to all terms set-out in the conditions (above) and the Footpath Trading policy. Required

What happens next?

We will assess your application, and make contact you within 10 business days. We may require further information from you.

If your application is approved we will contact you to make payment. You are unable to trade until your permit has been paid for and is sent to you.

If you have any questions about your application, contact our Customer Service Centre team (08) 8372 5111, Monday to Friday 8:30am to 5:00pm and request to speak with the Permit Officer.

Email your completed application with all attached documents to:

pobox1@unley.sa.gov.au

Subject: Footpath Trading permit

End of form

Don't forget to attach all files before submitting this form