

Public Footway Trading Application



Office Use only: ____ / ____ Amount Paid: \$.....Receipt No:.....Date:.....Application No:.....

Under Sections 125 and 126 of the Roads Act 1993 and Section 103 of the Crowns Act 1989 and Section 46 of the Local Act 1993

About this Form

1. You can use this form to apply to operate on Council owned and managed Road Reserve within the Bayside Council Local Government Area for service of food and drinks to patrons in relation to a restaurant, café or licensed premises, and A-frame signs, chattels and furniture in relation to a business.
2. Please ensure you have read the Footway Trading Guidelines and Footway Trading Policy on Council's website prior to lodging this form.
3. Applications fees are payable on submission of this application. Please refer to Council's Schedule of Fees and Charges.
4. Rental fees are applicable and public liability insurance is required.
5. For advice please contact Customer Service on 1 300 581 299 (8.30am-4:30pm Monday to Friday)

Part A

Purpose of Application

New Business	<input type="checkbox"/>	New Owner	<input type="checkbox"/>	Change of Business Name	<input type="checkbox"/>	Renewal	<input type="checkbox"/>
Other (please provide details):							

Site Proposal

Outdoor display of goods	<input type="checkbox"/>	Outdoor Dining	<input type="checkbox"/>	A-Frames	<input type="checkbox"/>
Business Name:					
Business Site Address:					
If it is a food business is it registered with Council?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>		
Liquor Licence No: (if applicable)					

Applicant Details

CSO Checked

Name:			
Street Address:			
Suburb:		Postcode:	
Phone No:		Mobile No:	
E-mail address:			
Signature:		Date:	
Position:			

Owner Details

CSO Checked

Company Name:			
Name:			
Postal Address:			
Suburb:			

Eastgardens Customer Service Centre
Westfield Eastgardens
152 Bunnerong Road
Eastgardens NSW 2036, Australia
ABN 80 690 785 443 Branch 004

Rockdale Customer Service Centre
444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

Phone 1300 581 299
T (02) 9562 1666 F 9562 1777
E council@bayside.nsw.gov.au
W www.bayside.nsw.gov.au

Postal address: PO Box 21, Rockdale NSW 2216



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Owners Detail's Cont:			
Contact Number:			
E-mail address:			
As the owner(s) or the authorised agent of the owner of the property subject to this application I/we consent to the lodgment of this application and to Council entering the property for assessing the application and compliance with any approval which may be issued by Council.			
Signature:			
Position:		Date:	

Conflict of Interest
<p>To ensure transparency in Council's decision making process and to avoid potential conflict of interest, you must make a declaration as to whether you, the landowner and or/anyone with a financial interest in the application is a Council employee or Councillor or is related to a Council employee or Councillor.</p> <p>Are you an employee of Council or do you have an affiliation with a Council Officer or Councilor by way of family, close personal friendship or business interest? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide Name and relationship: _____</p>

Notice Under Section 10 of the Privacy & Personal Information Protection Act 1988
<p>The information provided on this form (and in any documents submitted with the application) will be handled in accordance with the <i>Privacy and Personal Information Act 1998</i> and may be available to the public under various legislation. Refer to the Privacy – Collecting Personal Information Statement on Council's website.</p>

Checklist & Applicants Declaration		
<p>a. Checklist</p> <p>Prior to signing the Applicant Declaration please ensure that you have completed the following Checklist and attached all the required supporting documentation (indicate by a tick).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed Parts A and B of the Application Form in full and provided any requested attachments <input type="checkbox"/> Include the requested A4 size plan at a scale. <input type="checkbox"/> Drivers Licence or Proof of Identification – including copy of the applicants current Drivers Licence or Business Representative (if applicable) for identification purposes. <input type="checkbox"/> ABN/ACN – Supply proof. Refer to the following website www.business.gov.au to access the details <input type="checkbox"/> Public Liability – Supply copy of the Certificate of Currency, include Bayside Council as an interested party and purpose of Footway Trading clearly stated. <input type="checkbox"/> Neighbours consent – Letter/s of consent if you wish to operate in front of an adjacent property. <input type="checkbox"/> Liquor Licence – Supply a copy (if applicable) <p>b. Declaration</p> <ol style="list-style-type: none"> 1) I declare all information provided as part of this application is true and correct. 2) I have provided all relevant supporting documentation as outlined above. I understand that if the information given is incomplete the application may be delayed or rejected. 3) I understand the application fee is non-refundable regardless of the outcome of the application. 4) If the application is for an A frame and an approval is granted, then I understand that the annual renewal occurs automatically, unless Council otherwise receives direction not to renew in writing 		
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Applicant's Signature: _____</td> <td style="width: 50%;">Date: _____</td> </tr> </table>	Applicant's Signature: _____	Date: _____
Applicant's Signature: _____	Date: _____	

Part B

1. Footway Trading - General Details

A scaled site plan complying with Council's Footway Trading Policy must be submitted with this application, detailing at a minimum the following:

(Note Please complete the checklist below (using a tick) to ensure the requested details are included on the site plan, please see sample plan on last application.)

- Location of the proposed footway area in relation to the Business Premises, Name of Business Premises, entry location to the Business Premises, Names of any adjoining Business Premises, roadway, footpaths, kerbs, nearest cross street or intersection, other infrastructure in close proximity to the proposed outdoor dining area.
- Relevant dimensions of tables, chairs or furniture and their layout proposed.
- Location and distance between existing infrastructure/obstructions mentioned below.
- Dimensions of the perimeter and total area of the proposed area of footway trading.

A. Is there a current Development Application/Consent to operate the business premises at the address shown under Part A above (tick yes or no)

Yes Provide Development Application/Complying Development Approval No: _____

No Please contact Customer Service Ph 1300 581 299 to determine if your business qualifies as Exempt Development or obtain further information on how to lodge a DA.

B. Detail the proposed footway trading operating hours: From: _____ to _____

C. For Food and Drink premises only:

Detail number of Patrons: Inside: _____ Outside: _____

Detail number of Staff: Inside: _____ Outside: _____

2. Footway Trading Site Details

A. Footway Trading Areas

Length:	in metres	Width:	in metres	Total Area:	in metres
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B. Footway Trading- Site Surface (please tick)

Bitumen Concrete Gravel Pavers Others: _____

C. Existing infrastructure/obstructions located adjacent to the proposed footway trading area(please tick)

Bike Racks	Bollards	Bus Shelters	Bus Stops
Electricity substations	Fire Hydrants	Inspection plates	Light/power poles
Manholes	Trees/planter boxes	Public seating	Public utility pits
Bins	Street signs	Traffic lights	Other:

3. Footway Trading Furniture Details

In the table below provide details of all furniture you propose to use within the footway trading area.

Notes:

- Show a tick against the furniture items that you intend to place within the proposed footway area.
- Please include photographs, measurements and/or manufactures brochures of all proposed furniture to enable relevant assessment.

Furniture Item	Max No of Items	Dimensions in (mm) Length, width & height	Material/s	Shape & Colours/s
Tables				
Chairs				
Boundary screens				
Temporary Umbrellas				
Signage				
A-Frame				
Awnings				
Menu Boards				
Heaters				
Lighting				
Display Shelves				
Windbreaks				
Planter boxes				
Other:				

Part C

Lodgment Details

Your completed Application Form, together with the Application Fee, may be submitted as follows:

By Mail: Bayside Council – PO Box 21, Rockdale NSW 2216

In Person: At either of Council's Rockdale or Eastgardens Customer Service Centres on any business day from 8.30am up to 4pm and 9am to 12.30pm on Saturdays (except public holidays). Note that it is recommended that you come into the Centre at least one hour prior to close of lodgment, to provide adequate time to check through your submission.

What Happens Next

1. After the application is received by Council as being completed and assessment of the application will be made.
2. The Applicant will be notified of Council's decision. Where the Application is approved Council's Property Administration Officer(Footway Trading) will contact you to make a suitable time to sign the Licence Agreement with Council which outlines the terms of the Agreement and annual rental fee.
3. For further information please contact Council's Property Administration Officer (Footway Trading on 1300 581 299 or council@bayside.nsw.gov.au

Part D

Footway Trading Fees and Charges FY-18/19			
Category	Unit	2018/19 Fees & Charges	GST
A- Frame (Sign) Application Fee	Per sign/per year	\$139.00	exempt
Footway Trading Application fee	Per application	\$263.00	exempt
Footway Trading Zones			
Zone A – Rockdale town centre, Sans Souci & Ramsgate prime retail	Per m ² annually	\$203.00	exempt
Zone B – Rockdale town centre, Sans Souci, Ramsgate secondary retail & Kogarah retail	Per m ² annually	\$158.00	exempt
Zone C – Brighton Le Sands prime retail	Per m ² annually	\$387.00	exempt
Zone D – Brighton Le Sands secondary retail	Per m ² annually	\$309.00	exempt
Zone E – Kingsgrove prime and Ramsgate Beach retail	Per m ² annually	\$236.00	exempt
Zone F – Kingsgrove secondary, Sans Souci and Ramsgate fringe retail	Per m ² annually	\$130.00	exempt
Zone G – Rockdale town centre fringe retail, Arncliffe, Bexley, Bexley North, Bardwell Park & Wolli Creek retail	Per m ² annually	\$112.00	exempt
Zone H – Mascot Town Centre, Mascot Station, Botany, Banksmeadow, Rosebery, Pagewood & Daceyville	Per m ² annually	\$112.00	exempt
Unique value locations (assessment on an individual basis with Licensee to pay for initial valuation)	Per m ² annually	To be advised	exempt

Note: Fees are subject to change in accordance with Council's Fees and Charges which are amended annually.

PART E

Example of a Footway Trading Plan

