



# Public Footway Trading Application

Roads Act 1993, Crowns Act 1989 and Section 46 of the Local Act 1993

## OFFICE USE ONLY

Reference No.

## About this form

You can use this form to apply to operate on Council owned and managed Road Reserve within the Bayside Council Local Government Area for the service of food and drinks in relation to a restaurant, café, or licenced premises, or chattels, and furniture.

Read the [Footway Trading Guidelines](#) and [Footway Trading policy](#) on Council's website prior to lodging this application.

[Zone rates per square metre](#) - for footpath dining or display can be found on the Footway trading page or the Councils [Fees and Charges](#).

## Proposal

☐ New Business ☐ New Proprietor ☐ Change of Trading Name ☐ Other

## Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name:  Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Company Directors Name (if applicable):

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

## Business trading name premises details

Business/Trading Name:

ABN/ACN

Store/Duty Manager:

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T 1300 581 299

Mailing address

Is your mailing address different from your street address? ☐ No ☐ Yes – **complete below**

Mailing Address:

Suburb:  State:  Post Code:

What type of Footway Trading application are you proposing?

☐ Outdoor Dining ☐ Outdoor Display of Goods

Proposed footway trading operating hours from:  to

Business Details	Applicant Use		Office Use	
	Yes	No	Yes	No
If it is a food business, is it registered with Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your business licensed to sell liquor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liquor Licence No (if applicable)	<input type="text"/>			

For Food and Drink premises only- Venue Capacity

Total number of patrons  Total number of staff

Venue/Site Contact Details

Venue/Site Contact  Role

Footway Trading Area Details - Dimensions

Length (in metres)  Width (in metres)  Total Area in squared metres

Description of Associated Development

Property Consents		Applicant Use		Office Use	
		Yes	No	Yes	No
Do you have a Development Application/Consent?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DA/CDC Number	<input type="text"/>	Determination Date		<input type="text"/>	
Description	<input type="text"/>				
If you answered No, please contact Customer Services on 1300 581 299 to determine if your business qualifies as Exempt Development or obtain further information on how to lodge a DA.					
Are you going to be trading in front of an adjacent property?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you are, have you got their written consent to do this? (Attach to application)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Certificate of Currency(Public Liability Insurance)

Insurance Company

Public Liability Insurance – Supply a copy of the Certificate of Currency to include:

- Policy Number, Policy expiry date, Name of the insured and covers the address of the concerned premises.
- That the policy is required to state: “For Public Footway Trading Purposes”.
- The cover is for a minimum of \$10,000,000 and \$20,000,000 if on Transport NSW Roads
- Bayside council and (if applicable Transport for NSW) listed as interested parties refer: [Footway Trading Guidelines](#)

## Existing Infrastructure/obstructions located adjacent to the proposed footway trading area

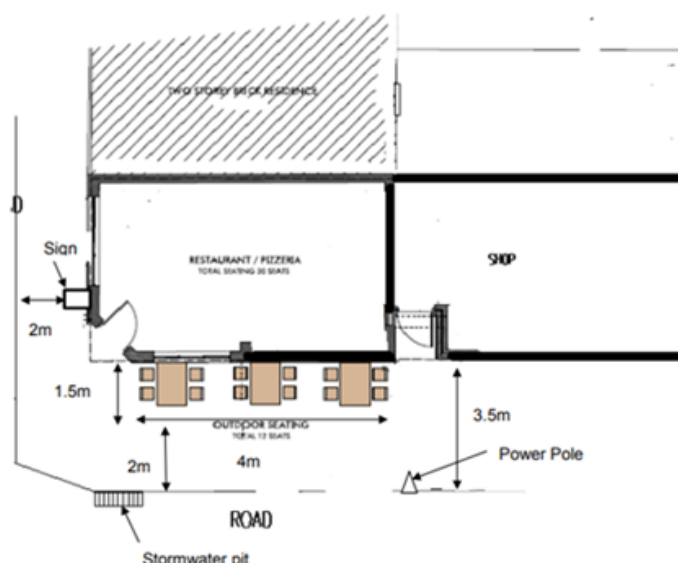
<input type="checkbox"/> Bike Racks	<input type="checkbox"/> Bollards	<input type="checkbox"/> Bus Shelters
<input type="checkbox"/> Bus stops	<input type="checkbox"/> Electricity substations	<input type="checkbox"/> Fire hydrants
<input type="checkbox"/> Inspection plates	<input type="checkbox"/> Light/power poles	<input type="checkbox"/> Manholes
<input type="checkbox"/> Tree/planter boxes	<input type="checkbox"/> Public seating	<input type="checkbox"/> Public utility pits
<input type="checkbox"/> Bins	<input type="checkbox"/> Street signs	<input type="checkbox"/> Traffic lights
<input type="checkbox"/> Other (please specify):		

## Site map / Drawing of Footpath Plan

You will need to attach a scaled site plan complying with Council's Footway Trading Policy. It must be submitted with this application, detailing at a minimum the following: (Note complete the check list below and below sample plan to assist with the requested details you need to include)

- ☐ Location of proposed footway area in relation to the Business Premises, Name of Business Premises, entry location of the Business Premises.
- ☐ Names of adjoining business premises, roadway, footpaths, nearest cross street or intersection and 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
- ☐ Dimensions of the perimeter and total area of the proposed area of the footway trading

Example of a Footway Trading Plan



Footway Furniture Details

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

Notes: Show a tick against the furniture items that you intend to place within the proposed footway area.

- Include Photographs. Measurements and/or manufacturers brochures of all proposed furniture to enable relevant assessment.

Furniture Item	Max No of items	Dimensions (mm) Length, width & height	Description
<input type="checkbox"/> Tables			
<input type="checkbox"/> Chairs			
<input type="checkbox"/> Boundary screens			
<input type="checkbox"/> Temporary Umbrellas			
<input type="checkbox"/> Signage			
<input type="checkbox"/> A-Frame			
<input type="checkbox"/> Awnings			
<input type="checkbox"/> Menu Boards			
<input type="checkbox"/> Heaters			
<input type="checkbox"/> Lighting			
<input type="checkbox"/> Display Shelves			
<input type="checkbox"/> Wind Breaks			
<input type="checkbox"/> Planter boxes			
<input type="checkbox"/> Other			

Fees at Lodgement		Application Code
Application Fee	\$346.00	
Fees after application has been assessed		Pricing
Zone A - Rockdale Town Centre and Sans Souci and Ramsgate prime retail	\$269.00	Per Square Metre
Zone B – Rockdale Town Centre, Sans Souci, Ramsgate secondary retail, Kogarah retail	\$208.00	Per Square Metre
Zone C – Brighton Le Sands prime retail	\$509.00	Per Square Metre
Zone D – Brighton Le Sands secondary retail	\$408.00	Per Square Metre
Zone E – Kingsgrove prime retail and Ramsgate Beach retail	\$312.00	Per Square Metre
Zone F – Kingsgrove secondary retail, Sans Souci and Ramsgate fringe retail	\$171.00	Per Square Metre
Zone G – Rockdale Town Centre fringe retail, Arncliffe, Bexley, Bexley North, Bardwell Park and Wolli Creek retail	\$149.00	Per Square Metre
Zone H – Mascot Town Centre, Mascot Station, Botany, Banksmeadow, Rosebery, Pagewood and Daceyville	\$149.00	Per Square Metre
Unique value locations (assessment on an individual basis with licensee to pay for initial valuation)	POA	Per Valuation

## Supporting Documentation

Prior to signing please ensure that you have completed the following checklist and attached all required supporting documentation.

Mandatory Documents	Applicant Use		Office Use	
	Yes	No	Yes	No
1. Include the requested A4 size plan at a scale.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Certificate of Currency (Public Liability Insurance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Neighbour consent – Letter/s of consent if you wish to operate in front of an adjacent property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Supply proof of details of your ABN/ACN . Refer to the website <a href="https://abr.business.gov.au/">https://abr.business.gov.au/</a> to access the details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Your supporting documentation should include Full Company name, ABN/ACN details, registered address, ASIC company details/directorships etc.				
5. Owner's or authorised agent consent ( Letter/s of consent if you do not own the property)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Documents which may be required				
6. Liquor Licence – Supply a copy (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Equipment – Additional furniture details.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Equipment – Relevant Photos.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Conflict of interest

*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 land owner 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.*

If you are an employee of Council or do you have an affiliation with a council Officer or Councillor by way of family, close personal friendship , or business interest ☐ Yes ☐ No

If yes, please provide name and relationship

## Declaration

*I have read and agree to the terms and conditions outlined in this form.*

- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

### Online

You can lodge your application using Bayside Councils online services at [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

### In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

### By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

## Privacy notification

Completion of this document is voluntary - partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Act 1998 and may be available to the public under various legislation

### OFFICE USE ONLY

Receipt No

Date

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