



INFORMATION FOOTPATH TRADING PERMIT 2008/2009

Applying for a Footpath Trading Permit

Applicants are advised to read and familiarise themselves with the Footpath Trading Guidelines prior to any formal application being made to the council.

Failure to submit all required information may result in delays in processing the application or a refusal of permit.



The Footpath Trading Guidelines are available on our website at www.portphillipbusiness.com.au/footpath_trading
Please forward enquires to footpathtrading@portphillip.vic.gov.au

On receiving your application our footpath trading officer will:

- Check all relevant information has been received
- Arrange a time to meet on site for an inspection
- Assess application against other outstanding matters that may relate to the premises
- Approve or refuse permit application.

CHECKLIST - ADDITIONAL REQUIREMENTS TO BE SUBMITTED WITH YOUR APPLICATION

	<i>Please tick</i>
1. A copy of the current planning permit (only required if applying for outdoor seating)	<input type="checkbox"/>
2. A site plan 1 : 1 00 scale of the existing conditions, and proposed footpath activity	<input type="checkbox"/>
3. Photographs of the site and details of the furniture	<input type="checkbox"/>
4. Details of any advertising including A-boards (design and size)	<input type="checkbox"/>
5. A current Certificate of Currency (Public Liability Insurance) for a minimum of ten million dollars (\$10,000,000) specifically covering the area occupied by the footpath trading and indemnifying the City of Port Phillip against all claims	<input type="checkbox"/>
6. Complete Indemnity form on the reverse of the application form	<input type="checkbox"/>
7. A non-refundable application fee of \$50 (Cheques or money orders made payable to City of Port Phillip)	<input type="checkbox"/>
Please note: An invoice for the remaining fees will be forwarded to you after the approval of your permit application.	



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Fees Schedule

Fees are per annum. Permits are valid from the date of issue to 30 June after which they are renewed annually. Reduced fees apply to applications lodged after 31 December.



Fees per annum

Location	Table (amount per table)	Chair (amount per chair)
1. Acland Street	\$110.00	\$160.00
2. Fitzroy Street	\$100.00	\$125.00
3. Standard areas	\$60.00	\$90.00
4. Discount areas	\$45.00	\$65.00
Location	Advertising boards (flat rate)	Screens (flat rate)
All	\$250.00	\$150.00
Location	Display of goods (flat rate)	Planters (flat rate)
All	\$300.00	\$80.00

Locations	Includes businesses located within the following areas
1. Acland Street	> Between Carlisle Street and Barkly Street
2. Fitzroy Street	> Between Upper Esplanade and St Kilda Junction
3. Standard areas	
South Melbourne	> Clarendon Street (between Park Street and York Street) > Coventry Street (between Clarendon Street and Cecil Street)
Port Melbourne	> Bay Street (between Spring Street South and Graham Street)
Albert Park	> Bridport Street (between Merton Street and Ferrars Street) > Dundas Place (between Montague Street and Merton Street)
Middle Park	> Armstrong Street (between Canterbury Road and Neville Street)
Balaclava	> Carlisle Street (between Brighton Road and Carlisle Avenue)
St Kilda	> Barkly Street (between Carlisle Street and Blessington Street)
Elwood	> Glenhuntly Road (between Ruskin Street and Goldsmith Street) > Ormond Road (between Glenhuntly Road and Byrne Avenue) > Ormond Road (between Beach Avenue and Pine Avenue)
4. Discount areas	> All other locations not located within Acland Street, Fitzroy Street or standard areas as outlined above

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Private Bag 3, St Kilda, 3 182, Telephone: (03) 9209 6844, Facsimile: (03) 9536 2733
 For more info visit www.portphillipbusiness.com.au/footpath_trading



Please tick the appropriate box:

<input type="checkbox"/> New application	\$50.00	<input type="checkbox"/> Transfer of Ownership	\$50.00
<input type="checkbox"/> Amendment to existing application	\$50.00		

Complete your business details:

Business/Trading Name:		
Contact name:		
Phone:		
Email:		
Business Address:		
		Postcode:
Mail Address:		
		Postcode:
	Mon - Fri:	Sat & Sun:
Hours of operation:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<i>Please add me to your email database to receive information on upcoming events and other business support services</i>

Location	Quantity	Rate	Cost
Tables		see Fee Schedule	\$
Chairs		see Fee Schedule	\$
Advertising Boards		flat rate \$250.00	\$
Screens		flat rate \$150.00	\$
Displays of goods		flat rate \$300.00	\$
Planters		flat rate \$80.00	\$
Others:			\$
Umbrellas (Socket & Sleeve)		\$0.00	-
Heaters		\$0.00	-
- Heater AGA No:			
TOTAL FEES PAYABLE			\$

PLEASE NOTE: Footpath trading permits apply only to the premises for which they are issued and are non-refundable.



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THIS INDEMNITY is given _____ the day of _____ **200** _____
(date) (month) (year)

by the _____ (hereinafter called “the indemnifier”)
(company / business name)

to the **PORT PHILLIP CITY COUNCIL** (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority to use a portion of the road or other public area within the municipal district under Council’s Footpath Activities Local Law.

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the indemnifier **INDEMNIFIES** and will **KEEP** the Council **INDEMNIFIED** against all actions, liabilities, proceedings, demands, losses, damages, fees, claims, costs and expenses whatsoever incurred or arising out of, or in connection with or in consequence of the use of the footpath for purposes associated with the use of the premises at (“the premises”) _____

(Business address)

whether such premises was operating or not at the relevant time by any person whatsoever, including the Indemnifier or employee or agent or subcontractor or any customer of the Indemnifier.

SIGNED SEALED AND DELIVERED | _____

By the said | _____

In Victoria in the presence of: | _____

Director: _____

Secretary: _____

Disclaimer:

The personal information requested on this form is being collected by the council for the delivery of the Footpath Trading Service. It will be used solely by the council for that primary purpose, or directly related purposes, and will not be disclosed to any other organisations.

