

# APPLICATION FORM FOR TEMPORARY PERMIT 2008 / 2009



## Applying for a temporary permit.

Failure to submit all the details (refer to guidelines) may result in delays in processing the application or a refusal of permit.

On receiving your application our trader liaison officer will:

- Check all relevant information has been received
- Arrange a time to meet on site for an inspection if required
- Approve or refuse permit application.

## CHECKLIST

ADDITIONAL REQUIREMENTS TO BE SUBMITTED WITH YOUR APPLICATION	PLEASE TICK BOXES
1. A statement to why you seek to trade on the footpath.	<input type="checkbox"/>
2. 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"/>
3. Attach a site plan 1:100 scale of the existing conditions and proposed footpath activity. a. Include in your drawings adjoining properties, existing street furniture (trees, bins, bollards, planter box, walls, service pit lids and sign posts). b. Dimensions of the proposed permit area and unobstructed access. c. Illustrate layout of furniture, proposed embellishments and storage areas. d. If proposal is to block off pedestrian access along the footpath a traffic management plan is required.	<input type="checkbox"/>
4. Fill in the Indemnity form on the reverse of this application form.	<input type="checkbox"/>
5. A letter of approval from the business you wish to operate in front of.	<input type="checkbox"/>
6. A non-refundable fee of \$50 (Cheques or money orders made payable to City of Port Phillip)	<input type="checkbox"/>

## Temporary Permit Fees 2008/2009

Types of Permits		Price
<b>Temporary Permits</b>		
<b>Fundraisers</b>	Schools, community groups etc	No Fee
<b>Marketing &amp; Promotions -</b> <i>Christmas,</i> <i>Easter,</i> <i>Trader promotional activity,</i> <i>St Patrick's Day,</i> <i>Grand Prix,</i> <i>Other Special Events</i>	Display of goods <ul style="list-style-type: none"> <li>• Food tasting / sampling</li> <li>• Clothes racks</li> <li>• Table with displays for sale</li> <li>• Coffee machine on the footpath (only during Grand Prix)</li> <li>• Shop opening promotion permission to occupy the footpath for the event.</li> </ul>	\$50 Application Fee plus \$50 per day with a max of \$300
	Advertising Signs	\$50 Application Fee plus \$25 per day with a max of \$250
<b>Extended Trading Permit</b>		
<b>Outdoor seating</b>	Extension of current situation	\$50 Application Fee \$5m <sup>2</sup> with a minimum of \$150
	Closing off a public roadway	\$50 Application Fee \$7m <sup>2</sup> with a minimum of \$150
	Marque enclosing outdoor seating	\$50 Application Fee \$10m <sup>2</sup> with a minimum of \$150
	Marque – once off yearly sale	\$50 Application Fee \$100 per day with a maximum of \$400

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Private Bag No 3, St Kilda 3182  
Telephone: (03) 9209 6844  
Facsimile: (03) 9536 2733



## Definitions:

**Temporary Permit** – Permit issued on a day to day basis for temporary use of the footpath by traders wanting to display goods. (ie, Food tasting / sampling, clothes racks, coffee machine (during Grand Prix ONLY, shop opening promotions, Advertising signs.)

**Extended Trading** – Permit issued to current permit holders wanting to extend their footpath trading area during an event, *charged per square metre. (ie, outdoor seating – extension of current permit, closing off a public roadway, marquee enclosing outdoor seating ONLY during an event)*

**Promotions** - An organisation wanting to promote a product within a shopping centre.

## APPLICATION FEES

Temporary Permit	\$50.00 app fee	Extended Trading	\$ 50.00 app fee
Promotions	\$50.00 app fee		

## CONTACT DETAILS

<b>Organisation:</b>			
<b>Mailing Address:</b>			
		<b>Postcode:</b>	
<b>Contact Person:</b>		<b>Contact No:</b>	
<b>E-Mail Address:</b>			

## ACTIVITY DETAILS (please tick appropriate box)

Fundraiser	Marketing and Promotions (please specify)	
Once off Sales	Other (please specify)	

<b>Type of Activity:</b>	
<b>Location of Activity:</b>	
<b>Items on the footpath:</b>	
<b>Dates from and to:</b>	
<b>Time from and to:</b>	

