



# Register for Footpath Trading

A-Frame Signage, Goods Displayed, Outdoor Eating Facilities

If you would like to offer outdoor dining on public land, such as the footpath outside your business, you will need to apply for a Local Law permit from Baw Baw Shire Council. These permits apply to outdoor dining, advertising signs and display of goods on the footpath.

To apply for a permit there is a non-refundable application fee, and an annual permit fee. If you apply for a permit and it is not approved, the annual permit fee will be refunded. The permit obtained will be valid for a year from the nearest quarter.

## Primary Contact/Applicant

Title: \_\_\_\_\_ First name(s): \_\_\_\_\_ Surname: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Business Details

Business Trading Name: \_\_\_\_\_

Company Name (if different to trading name): \_\_\_\_\_

Business Trading Address: \_\_\_\_\_

Are you completing this form on behalf of the business owner?  Yes  No

Insert Role: \_\_\_\_\_

Expected date to open business: \_\_\_\_\_

**Please select an option/s below if you wish to apply for a Local Law Permit.**

**Advertising**

A-Frame Signage (1 sign per premises)

Size of A-Frame/Advertising Sign \_\_\_\_\_

**Display of Goods**

Goods Displayed (per square meter)

Description of goods \_\_\_\_\_

Size of goods \_\_\_\_\_ square meters

**Outdoor Dining**

Number of Tables and Chairs \_\_\_\_\_ square meters \_\_\_\_\_

Please ensure you check each item of the declaration and understand your requirements to comply with Council's Footpath Trading Policy and Guidelines.

**By signing the declaration below, you acknowledge:**

- This permit is issued on the condition that the person or incorporated entity, to whom or to which it is issued (the "permit holder"), complies at all times with the Baw Baw Shire Council Footpath Trading Policy and any conditions within the permit.
- The Permit Holder will ensure there is no adverse impact on pedestrian safety or other road users and the amenity of the locality can be preserved in the opinion of an Authorised Officer.
- The Permit Holder, at all times, indemnifies the Baw Baw Shire Council against any liability claim arising from the activity which the permit authorises.
- The Permit Holder, during the entire period of the permit, must hold a current liability insurance policy, in their name, covering the activity the permit authorises. The insurance policy must provide for a minimum cover of \$10,000,000.
- Permit holders must remove all vehicles and equipment from the public footpath or roadside at the end of each day or at the conclusion of business unless the permit indicates otherwise.
- Only those parts of a road reserve which are considered safe for pedestrian and vehicular traffic may be utilised and clear line of sight for oncoming traffic.
- If outdoor heaters are used they must be placed in line with the tables and chairs, within the defined space and must not extend past the shop frontage.
- That any breach of permit conditions, or failure to obtain approval from Council may result in enforcement action.
- Your approved permit must be displayed at all times.

**Checklist of documents to include with your application**

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

- A copy of certificate of currency for public liability insurance for a minimum sum of \$10 million.**
- A detailed and to scale site plan of the external areas relevant to this application with proposed layout of footpath trading.**

**Declaration**

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.

Applicant Name 1 (Please print name): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name 2 (If applicable): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE FORWARD THIS APPLICATION TO**

**E-mail:** [compliance.admin@bawbawshire.vic.gov.au](mailto:compliance.admin@bawbawshire.vic.gov.au)

**Mail:** Compliance Department, Baw Baw Shire Council  
PO Box 304

**In Person:** Customer Service Centre: 33 Young Street, Drouin

Warragul VIC 3820

**OFFICE USE ONLY**

Fee	Date received	Received by	Permit number
Application \$52.00 Permit TBA			