

HUME CITY COUNCIL TRADING ACTIVITIES PERMIT APPLICATION FORM

ABN 14 854 354 856
1079 Pascoe Vale Road, Broadmeadows Vic 3047
Correspondence: PO Box 119, Dallas Vic 3047
Telephone: 03 9205 2200
Email: contactus@hume.vic.gov.au
www.hume.vic.gov.au

TYPE OF PERMIT (PLEASE TICK):

- | | |
|---|----------|
| <input type="checkbox"/> PERMIT TO DISPLAY GOODS | \$155.00 |
| <input type="checkbox"/> OUTDOOR EATING FURNITURE AND ASSOCIATED FACILITIES | \$215.00 |

NOTE: THIS PERMIT IS NOT INCLUSIVE OF A-BOARD SIGN PERMIT AND A SEPERATE APPLICATION IS REQUIRED

APPLICANT DETAILS

|NAME OF APPLICANT _____

|POSTAL ADDRESS _____ |POST CODE _____

|☎ BH _____ |☎ M _____ |☎ AH _____

|✉ EMAIL _____

BUSINESS DETAILS

|BUSINESS NAME _____ |ABN/ACN _____

|TRADING NAME _____

|LOCATION OF BUSINESS _____ |POST CODE _____

FURTHER INFORMATION

|TIMES OF DISPLAY _____

|PROPOSED MEANS OF SECURING DISPLAY _____

|NATURE OF USE _____

|OTHER RELEVANT INFORMATION _____



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FOR DISPLAY OF GOODS ONLY

|NUMBER OF ITEMS IN DISPLAY _____

|HEIGHT _____ |WIDTH _____

|DISTANCE EXTENDING FROM SHOP FRONT _____

|WIDTH OF SHOP FRONT USED BY DISPLAY _____

|WIDTH OF FOOTPATH _____

FOR OUTDOOR EATING FURNITURE ONLY

|NO OF TABLES _____ |NO OF CHAIRS _____

|NO OF UMBRELLAS _____ |NO OF BARRIERS _____

|OTHER ITEM/S EG HEATER _____

REQUIRED DOCUMENTS

- | | | |
|--|------------------------------|-----------------------------|
| <ul style="list-style-type: none">I have also attached a copy of current Public Liability Insurance to \$10 million noting Hume City Council as a interested party. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <ul style="list-style-type: none">I have attached a photos/sketch of trading locations encompassing all outdoor furniture & associated fields/display of good items and taking into account councils requirements for placement of said items. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

An invoice will be posted requiring payment of the application administration fee **within 14 days**.

A permit will not be granted unless all information is provided and the application administration fee is paid. **The application administration fee is non-refundable.**

Items are not to be placed out until a permit has been issued.

Permits expire on **31 August each year**

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application is a legal document and penalties exist for providing false or misleading information.
- Hume City Council may refuse this application if it becomes evident that any information or supporting documents provided is incomplete or false
- The application will not be processed until payment of the application fee is received by Council.
- The application fee is non-refundable and is not conditional on the permit being issued



|APPLICANT SIGNATURE _____ |DATE _____

HUME CITY COUNCIL TRADING ACTIVITIES OUTDOOR EATING & ASSOCIATED FACILITIES CONDITIONS

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Outdoor Eating & Associated Facilities Conditions:

Application must be completed and all supporting documents supplied before your application can be processed

That you have current Public Liability Insurance to a minimum value of \$10 million noting Hume City Council's interest.

Outdoor eating facilities is not a permit for display of goods or 'A' Board sign

Business must be registered in accordance with the Food Act 1984.

Outdoor eating & associated facility applications may be referred to Statutory Planning for consideration of any other requirements.

The items are to be located where it would not obstruct the visibility at an intersection.

Appropriate and safe pedestrian access must be maintained.

All items are not to exceed the shop frontage

The placement of outdoor eating facilities on the footpath/road reserve will not be permitted.

The position of the eating facilities within the trading zone shall allow no less than 1.8 metres clear pedestrian movement and, if located near the kerb must be at least 700mm from the kerb.

Outdoor eating facilities will not be permitted within 10 metres of an intersection or access way. This distance may be reduced for intersections or driveways, which are controlled by traffic signals or a 'stop' sign, subject to comments from the Traffic Engineer.

No alcohol is to be served unless a valid liquor licence is currently in place

Furniture is to be removed at close of business each day.

Furniture is not to be placed before 8.00am to enable street cleaning.

Area to be kept clear of litter and cigarette butts.

All items shall be properly anchored as not to cause any hazard to pedestrians or vehicles.

Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer, any condition of the permit is being breached.

This permit is non-transferable to change of business or change of owner. A new application is required.



HUME CITY COUNCIL TRADING ACTIVITIES DISPLAY OF GOODS CONDITIONS

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Display of Goods Conditions:

Application must be completed and all supporting documents supplied before your application can be processed

That you have current Public Liability Insurance to a minimum value of \$10 million noting Hume City Council's interest.

Display of goods permit does not include 'A' Board sign and a separate permit is required

The display of goods shall only be allowed within the trading zone, three footpath zones apply.

All items must be as per the approved plan/photo submitted with your original application and be:

- Location: at least 1.8 metres from shop front.
- Height: no more than 1.5m and no less than 800mm.
- Width: no more than 1m wide.

Display of goods will not be permitted within 10 metres of an intersection or access way. This distance may be reduced for intersections or driveways, which are controlled by traffic signals or a 'stop' sign, subject to comments from the Traffic Engineer.

In all circumstances, Council will have to be kept indemnified for goods on a footpath.

Display of an 'A' Board requires a separate permit application, applied through Environmental Services Department.

Display is to be removed at close of business each day.

Display is not to be placed before 8.00am to enable street cleaning.

Areas where food products are displayed shall be kept in a clean state and free from food scraps at all times.

Any food displayed on a footpath is subject to Health Section approval. This approval can be withdrawn at any time subject to assessment of risk to the public and possible contamination of the foods.

All items are not to exceed the shop frontage.

Furniture is to be removed at close of business.

Furniture is to be maintained in a clean and sanitary condition and in a state of good repair.

Area to be kept clear of litter and cigarette butts.

All items shall be properly anchored as not to cause any hazard to pedestrians or vehicles.

Council reserves the right to revoke this permit at any time if in the opinion of an Authorised Officer, any condition of the permit is being breached.

This permit is non-transferable to change of business or change of owner.
A new application is required.



GUIDELINES & INFORMATION FOR TRADING ACTIVITIES:

To ensure footpath management standards are met, three footpath trading zones apply:

- Pedestrian Zone,
- Trading Zone,
- Kerbside Zone.

Pedestrian Zone

The pedestrian zone is an unobstructed pedestrian footpath corridor not less than 1.8 metres in width (an absolute minimum walkway width of 1.5 metres will be allowed in areas where the footpath is narrow, and only if the need can be clearly demonstrated).

To ensure a continuous and accessible path of travel, no furniture, signage or displays of goods are permitted within the pedestrian zone at any time.

Trading Zone

The trading zone is the space between the pedestrian zone and the kerb zone (the kerb zone typically 0.7 metres wide from the gutter). The trading zone varies in width from street to street depending on the overall width of the footpath.

The footpath trading furniture, signage and displays of goods must be contained within this zone at all times. There must be a minimum of 1 metre between each adjoining trading zones.

To ensure adequate access between the road and the pedestrian zone, a 1.5 metre space must be provided at the centre of trading zones greater than 10 metres in length.

Kerbside Zone

The kerbside zone is the area between the gutter and the trading zone (the kerbside zone is typically 1 metre from the gutter).

Any structure(s) being placed MUST be weighed down to ensure the safety of the public.

Any fixed structures MUST be applied for through Councils Property Leasing and Development Department.

