

HUME CITY COUNCIL TRADING ACTIVITIES (O'SHANASSY STREET EAST - SUNBURY 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: IF YOU PLAN TO HAVE FIXED OR SEMI-FIXED FURNITURE INSTALLED IN THE PATH OUTSIDE BUSINESS HOURS YOU WILL BE REQUIRED TO ENTER INTO A SEPARATE LICENSE AGREEMENT WITH COUNCIL'S PROPERTY DEPARTMENT IN ADDITION TO THIS PERMIT.

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 _____

- I have read the "O'Shanassy Street East - Outdoor Dining Area Guidelines" and I understand the necessary setbacks required when placing items on the footpath.

FOR OUTDOOR EATING FURNITURE ONLY

|NO OF TABLES _____ |NO OF CHAIRS _____

|NO OF UMBRELLAS _____ |NO OF BARRIERS _____

|OTHER ITEM/S EG HEATER _____

|WHICH TRADING ZONE IS YOUR BUSINESS LOCATED IN? ZONE A ZONE B NOT SURE

- I have read the "O'Shanassy Street East - Outdoor Dining Area Guidelines" and I understand the necessary setbacks required when placing items on the footpath.

DO YOU INTEND TO HAVE ANY FIXED OR SEMI-FIXED STRUCTURES INSTALLED IN THE FOOTPATH OUTSIDE OF TRADING HOURS? YES / NO IF YES:

|DESCRIBE THE FIXED ITEM/S: _____

|WHAT IS THE SQUARE METRE AREA OF THE PROPOSED TRADING AREA? _____

NOTE: BEFORE INSTALLING FIXED AND SEMI-FIXED STRUCTURES YOU WILL BE REQUIRED TO ENTER INTO A LICENSE AGREEMENT WITH COUNCIL'S PROPERTY DEPARTMENT

- I have read and agree to the terms and conditions of the "O'Shanassy Street Outdoor Dining Area Guidelines" and agree to restore the footpath to original condition once the license agreement ceases.
- I agree for this application to be referred to Council's Property Department for processing.



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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. | <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 _____



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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 permitted if the premises already has a permit for display of goods or 'A' Board

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

Outdoor eating & associated facility applications will 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 3 metres clear pedestrian movement in Zone B and 2.4 metres in Zone A and, if located near the kerb must be at least 2.3 metres for Zone B or 700mm for Zone A 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.

All businesses looking to establish an Outdoor Eating Area on O'Shanassy Street should read and abide by the O'Shanassy Street Outdoor Dining Area Guidelines.

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 7.00am 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 any other business or person





**HUME CITY COUNCIL
TRADING ACTIVITIES
(O'SHANASSY STREET EAST -
SUNBURY PERMIT APPLICATION
FORM**

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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.

Outdoor eating facilities is not permitted if the premises already has a permit for display of goods or 'A' Board

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 3 metres (Zone B) or 2.4 metres (Zone A) 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 goods is not permitted if the premises already has a permit for an 'A' Board or outdoor eating furniture.

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

Display is not to be placed before 7.00am 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 to be removed at close of business.

Furniture 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 any other business or person.



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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 - O'Shanassy Street East

The pedestrian zone is an unobstructed pedestrian footpath corridor. On O'Shanassy Street East the pedestrian zone is 3metres in Zone B, and 2.4metres in Zone A. The line of tiles in Zone B is set at 3metres and is the clear demarcation line for placing items on the footpath.

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 - O'Shanassy Street East

The trading zone is the space between the pedestrian zone and the kerb zone. The trading zone varies in width from street to street depending on the overall width of the footpath.

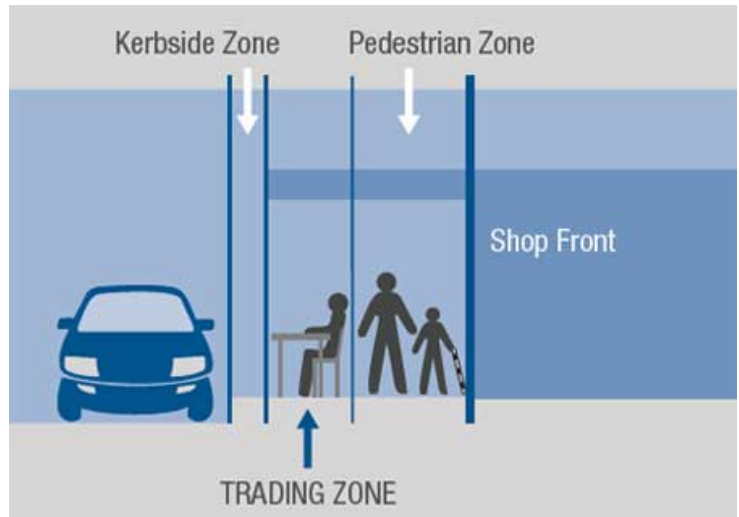
The footpath trading furniture, signage and displays of goods must be contained within this zone at all times. There must be a minimum of 750mm between each adjoining trading zones, or 850mm if there is fixed structures in place.

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

Kerbside Zone

The kerb zone is the area between the gutter and the trading zone. In Zone A the minimum setback from the kerb is 0.7metres and in Zone B this is 2.3metres. In some areas of Zone B the slope of the tile pavers will mean the kerb zone will need to be a little wider. This will be dealt with on a case-by-case basis.

Refer to "O'Shanassy Street Outdoor Dining Area Guidelines" for more information on Zone A & Zone B setback requirements.



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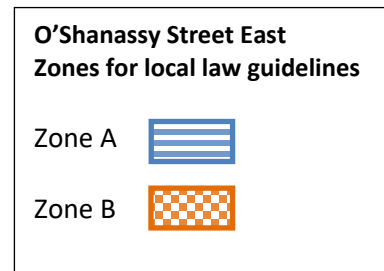
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LOCATION OF AN OUTDOOR DINING AREA:

Outdoor Dining Areas must be located on the pathway according to the setbacks specified in the "O'Shanassy Street East – Outdoor Dining Area Guide" and integrated with existing verandas and/or street trees, where practical. Due to the varying width of the footpath on O'Shanassy Street, two separate zones have been designated with setbacks allocated accordingly.

Zone A represents the two ends of the street where the footpath is at its narrowest and incorporates the sections where the path gradually widens.

Zone B represents the widest section of the footpath where there is a 10-12metre setback from the curb edge to shop fronts.



Privacy Statement: Council is collecting the personal information on this form for the purpose of gathering information applicable to this permit application. The information will be used for issuing the permit and will not be disclosed to any other party except as required by law. If you fail to provide this information, the delays will be experienced in the issuing of this permit.. You may access this information by contacting Council on 9205 2200.