

Footpath Activities Permit

APPLICATION FORM



The City of Kingston is committed to supporting and enhancing local business, street life and village shopping. Council's aim is to ensure a safe and vibrant environment that reflects Kingston's energy and continues to facilitate a wide range of street trading opportunities by allowing private businesses to trade on the city's footpaths, enabling those enterprises to profit from the use of public land.

Applying for a permit

I/We hereby apply for the following (please tick relevant boxes below):

<input type="checkbox"/> Tables / chairs	Number of Tables		Total Number of Chairs *		*this number also includes number of people seated at bench seats
<input type="checkbox"/> Wind barriers Please specify quantity		<input type="checkbox"/> Umbrellas Please specify quantity		<input type="checkbox"/> Gas heaters Please specify quantity	
<input type="checkbox"/> A-Frame sign OR <input type="checkbox"/> Tear drop flag		<input type="checkbox"/> Display goods		<input type="checkbox"/> Display goods and sign (A-Frame or Tear drop flag)	
Do you have a Liquor License? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If no, do you intend to apply for a Liquor License? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<p>ⓘ Essential reading: Kingston's Footpath Activities Policy & Footpath Activities Standards</p>					

As part of your application, you are required to illustrate your footpath trading layout.

Instructions on how to prepare your footpath trading layout diagram:

1	Footpath Width	Measure full width of your footpath from building line to kerb			
2	Determine Pedestrian Zone	If your footpath is wider than 3.0m, then your pedestrian zone is 1.8m	If your footpath is between 2.7 – 3.0m, then your pedestrian zone is 1.5m		
3	Determine Kerb Zone which is based on the parking conditions outside your premises	If there is Parallel Parking outside your premises, your Kerb Zone will be 0.6m	If there is Angle Parking outside your premises, your Kerb Zone will be 1.2m	If there is No Standing outside your premises, your Kerb Zone will be 1.0m	
4	Calculate Trading Zone	Step 1: Add pedestrian zone & kerb zone together e.g. 1.8m + 0.6m = 2.4m	Step 2: Subtract the total from Step 1 from full width of footpath (refer 1 Footpath Width)	e.g. footpath width is 3.2m – 2.4 = 0.8m – your trading zone is 0.8m)	

Notes:

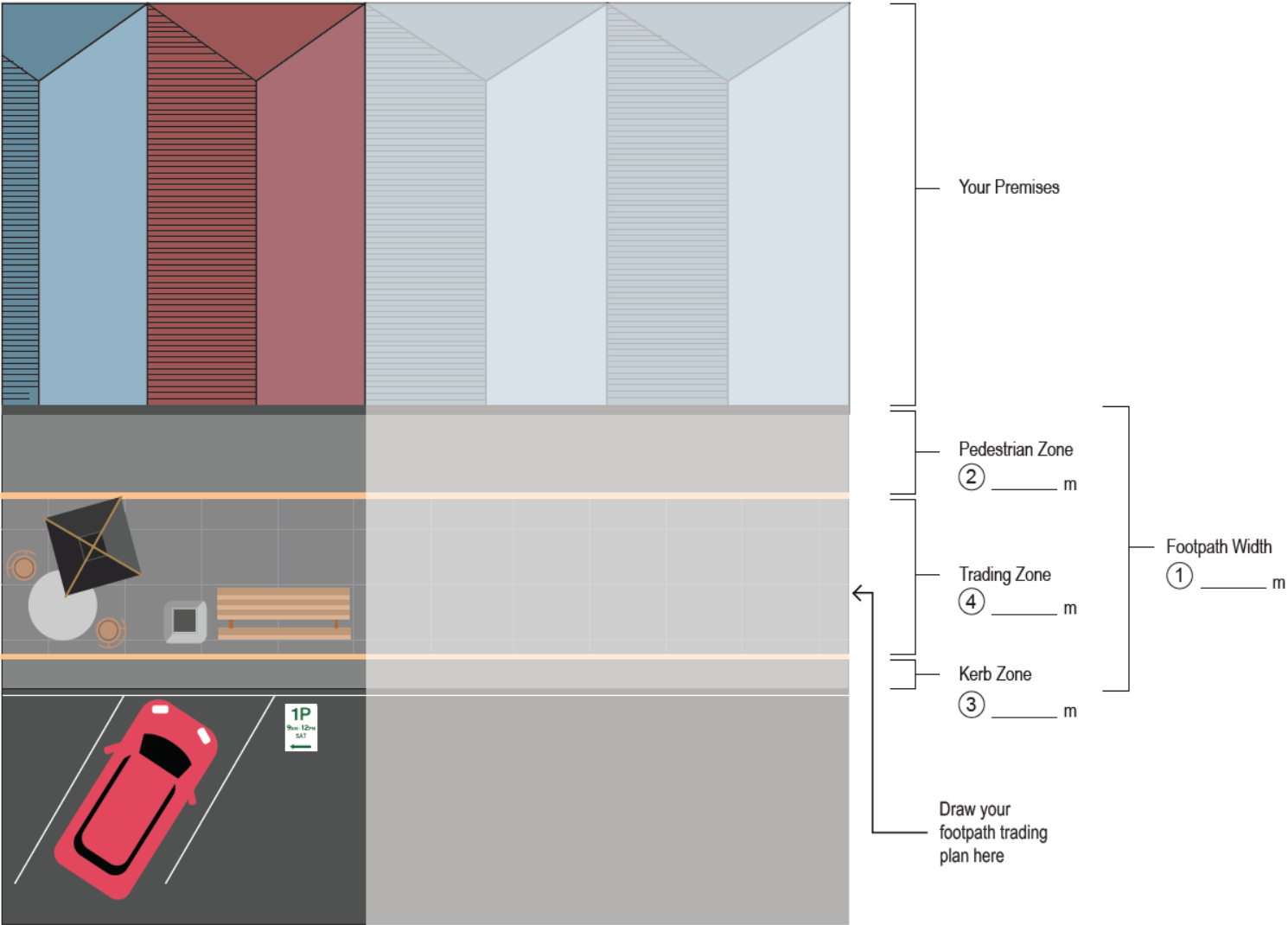
Footpath width less than 2.7m? Contact Council on 1300 653 356 for assessment

Trading Zone not enough space? Contact Council on 1300 653 356 for assessment

See Page 3 of the Footpath Activities Standards for other requirements

Site Plan Drawing

Please read instructions on Page 1 and ensure the relative measurements are included in this diagram



Footpath Activities Permit

Company Name:							
Trading / Business Name:					ACN:		
Business Owner: [Person's Name]	First Name:				Last Name:		
Business address:					Suburb:		
					PC		
Contact person:					Hours of operation:		
Contact phone no.:					Mon-Fri		
						Sat-Sun	
Email address: [please print]							
Preferred method of contact:	<input type="checkbox"/> Email		<input type="checkbox"/> Telephone				

I agree to abide by the Footpath Activities Standards / Policy and Community Local Law and, where applicable, liquor licensing conditions. The information provided is true and correct and I understand the penalties for providing false or misleading information.

Signature: _____ **Date:** _____

What to include

Your application must include:

- a **Site Plan Drawing** showing dimensions of your shop and footpath trading zones, the location of footpath trading items, plus any photographs to support your application (see Page 2);
- a completed **Form of Indemnity** (see Page 4);
- a **Certificate of Currency** as evidence of holding minimum \$20 million public liability insurance; and
- if applicable, signed letter of agreement for occupying an adjoining premises.

DO NOT send any payment with this application form.

After you have submitted your footpath trading application, if you can comply with the Footpath Activities Standards you have a 'deemed' right to start trading as soon as you're ready, while your application is being assessed.

Form of Indemnity

The applicant named in this form agrees to indemnify and keep indemnified and hold harmless Kingston City Council (the Council), its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands, damages, loss, death or injury whatsoever which may be brought or made or claimed against them, or any of them, arising out of or in any way related to the Footpath Activities Permit issued in response to this application.

I have read and agree to the indemnity clause and the Footpath Activities Policy and Guidelines under which a permit is issued.

BUSINESS DETAILS:

Individual Name of Owner: _____

Business Name: _____

Position held within business: _____

Signature _____ **Date** _____

Please complete this section below if you are signing on behalf of a company. (If executed on behalf of a Company, this form must be signed by two persons – one being the Company Director and the other being the Company Secretary or another Company Director).

Print Name _____ Signature _____

Position within business _____ Date _____

Print Name _____ Signature _____

Position within business _____ Date _____

Internal Use Only

PW_Primary Key:

PW_Reference Number:

Application Ref: