



# Application for a display of goods licence

Under Section 68 – Part E, Local Government Act 1993

Expiry Date: 30 June 2010

**About this form**

Use this form to apply for a Licence to display goods on footpath/roadway).

**Documentation**

You must attach all the required supporting documents.

**Lodgement & Fees**

Please follow the instructions on page 3.

**Any questions?**

Phone Customer Service on (02)9391 7000, or call in personally (see page 2)

## ▼ Applicant details

**1. Applicant's name, address and contact details**

Title:      Mr       Mrs       Miss       Ms       Other:.....

Family name (or company):.....

Given names (or ABN): .....

Postal address: .....

..... Post Code: .....

Phone (1) (....) ..... Fax (....) .....

Phone (2) (....) ..... E-mail: .....

Contact person (Only if a company etc): .....

## ▼ Site Details

**2. Location of proposed Activity**  
(Attach plan to show precise location)

.....  
.....

**3. Detailed description of proposed Activity**  
(Attach extra material if necessary)

.....  
.....  
.....

**4. Date(s) & time(s) required for proposed Activity**

Date(s) .....

Start:..... Finish: .....

**5. Special Requirements**  
eg: equipment

.....  
.....  
.....  
.....  
.....

## ▼ Conditions

Display of goods application and operation must be conducted in accordance with Council's *Policy and Procedures for Footway Restaurants and Display of Goods* which can be viewed on Council's website at: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) or be obtained from our Customer Service Centre.

- 1) A Licence will only be issued to an applicant who:
  - a) operates a business from premises immediately adjacent to the footway; and
  - b) has received Development Consent for the intended use of the footway and provides details and plans. If Development Consent has not been obtained, a Development Application will need to be lodged.
- 2) Council's application fee must accompany the application.
- 3) If a Licence is issued, it will require the business operator to pay a market Licence Fee (rent). The Licence Fee will be determined by an independent Valuer.
- 4) The applicant will also be required to meet Council's valuation and legal costs, including any Stamp Duty incurred in granting the Licence and these must be paid prior to issue of the Licence.
- 5) Prior to the issue of a Licence, the applicant will be required to obtain a Public Risk Insurance Policy in the amount of twenty million dollars (\$20,000,000) against any action that may arise from damage to property or injury to any person using the footway. Council must be nominated as an 'Interested Party' on the policy and indemnified against any claim.
- 6) The issue of a Licence in respect of a footway of a classified road will be subject to the concurrence of the Roads and Traffic Authority and in accordance with Council's Policy and Procedures for Footway Restaurants and Display of Goods.

## ▼ Signature and declaration

I, ..... (the applicant) apply for consent to display goods in the manner outlined in the accompanying Development Application/Consent. I declare that all the information given is true and correct. I have read, understood and accept the conditions as listed above. I accept that all these conditions must be complied with at all times. I also understand that:

- if incomplete, the application may be delayed or rejected, and/or
- more information may be requested after date of lodgement.

☒ Signature:..... Date:.....

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# ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Property Officer on 9391 7019

**Fees**

The fee for this application is \$120 plus an hourly rate. If approval is granted and a licence agreement is required to be entered into by condition of approval all legal and valuation costs of approximately \$750 will also be payable. These fees are calculated on the hourly rate and are payable before the release of any legal agreement. Protracted negotiations over 5 hours will be charged at \$55 per hour.

**Payment methods**

**In Person**

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

**By Mail**

. For credit card payments, please complete the attached "Credit Card Payment" form.

. For cheque payments, please make payable to Woollahra Council.

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

**Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Take a train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On-street parking in nearby streets is also available.

*If you wish to discuss a proposal with one of our Compliance officers, it is essential that you arrange an appointment. We recommend that you consult with a Council Compliance officer before lodging this application.*

*For any information on post-approval licence agreements for the display of goods on the footpath/roadway, please contact Council's Property Officer*

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (pls check receipt) Retain your receipt as proof of lodgement of the application.  <input checked="" type="checkbox"/> Receiving Officer: ..... Date: .....  <input checked="" type="checkbox"/> Cashier: ..... Date: .....	<b>OFFICE USE ONLY</b>		
	Fee Type	Fee	Receipt Code
	Application	\$120	34
	Total:		

# ▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

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