

# Application to display goods on footway

Under Section 68 – Part E, Local Government Act 1993

Fees are valid until 30 June 2020

**About this form**

Use this form to apply for an Approval 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 3)

## ▼ 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. Is your business a food business?**

YES  NO

If the answer is YES, please provide your Food Premises Registration Number: .....

**5. Provide your Development Application number for the adjoining business.**

DA: .....

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

Date(s) .....  
Start: ..... Finish:.....

**7. 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 Display of Goods Approval will only be issued to an applicant who:
  - a) operates a business from premises immediately adjacent to the footway.
- 2) Council's application fee must accompany the application.
- 3) If a Display of Goods Approval is issued, it will require the business operator to pay rent. The Approval Fee will be determined on the basis of a CPI adjusted rate per square metre.
- 4) Prior to the issue of a Display of Goods Approval, the applicant will be required to obtain a Public Risk Insurance Policy for a minimum 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.
- 5) The issue of a Display of Goods Approval in respect of a footway of a classified road will be subject to the concurrence of the Roads and Maritime Services (RMS) 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 on the accompanying plan. 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:.....

# How to lodge this application

**Address the application to:** Property & Projects

**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 Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000  
**Fax:** (02) 9391 7044

**E-mail:** [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:** Senior Property Officer on 9391 7019

## Fees

Fees are valid until 30 June 2020.

*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 legal agreements for the display of goods on the footpath/roadway, please contact Council's Property Officer*

## Fees

The fee for this application is \$167 plus an hourly rate.

If approval is granted and a Display of Goods Approval agreement is required to be entered into, all costs are payable by the Applicant. Protracted negotiations over 5 hours will be charged at \$79 per hour. These fees are calculated on the hourly rate, and are payable before the release of any legal agreement.

## 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 the 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.

<b>OFFICE USE ONLY</b>		
Fee Type	Receipt Code	Fee \$
Application Fee	354	\$167
<b>Total:</b>		<b>\$167</b>

To be completed by Council's Cashier and Customer Service Officer.  
GST may be applicable (*refer receipt for details*)  
*Retain your receipt as proof of lodgement of the application.*

Receiving Officer: ..... Date: .....

Cashier: ..... Date: .....

1. Does the applicant require a Food Premises Registration Number?  
YES  NO

2. If YES, did they provide a Food Premises number?  
YES  NO

3. If answer to question 2 is NO, this application can't proceed without a Food Premises Number and ask that they apply for a Food Premises Registration with Council. (Direct them to this form)

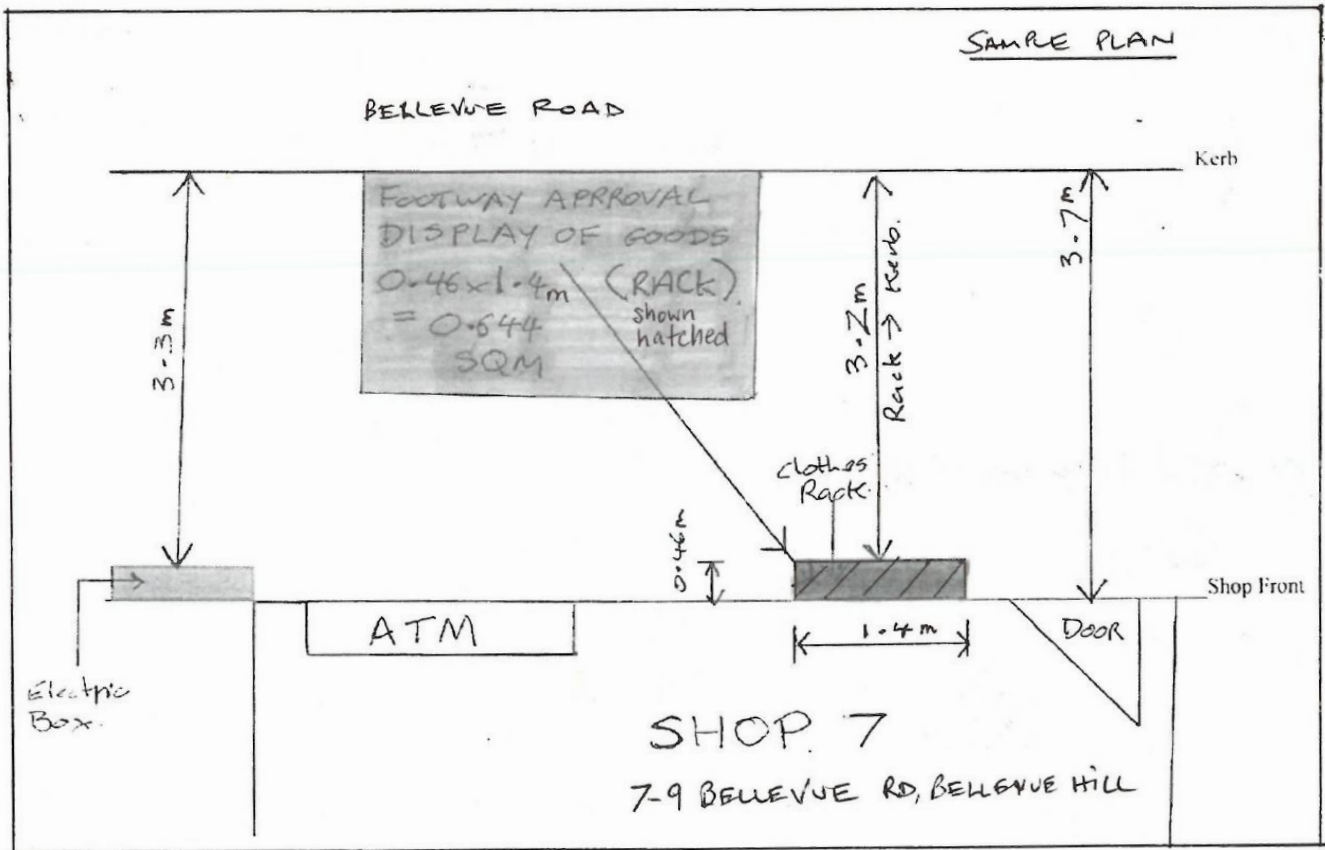
Acct No: 00768.1175

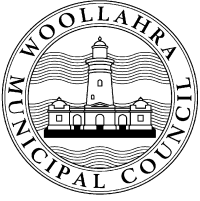
## ▼ Privacy notification

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.

## ▼ Attach Plan of location

Please attach site plan of location. The below Sample Plan provides guidance on the type of plan required to accompany this application.





# Credit Card Payment Form

All credit card payments will incur a processing fee, currently 0.55%

Payments should be sent to: Woollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised.*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.			--																
Card Expiry Date			--		Total Amount Paid	\$													
Cardholder's Signature																			
Date							Contact Phone No.												

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For \_\_\_\_\_

Council Reference eg DA No etc \_\_\_\_\_

Address (where applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. 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.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	