

APPLICATION FOR THE USE OF FOOTPATH AREAS FOR THE DISPLAY OF GOODS

Application Fee: \$231.00

Introduction

Council has introduced a Policy to allow the use of footpath areas adjoining business premises in Commercial Zones throughout the City of Blacktown, for the display of goods and merchandise being sold within the business premises.

A fee is payable on the lodgement of the Application, in accordance with Council's current Goods & Services Pricing Schedule. Successful applicants will be required to enter into a Licence Agreement with Council, prior to commencement. An annual licence fee (GST free) will be payable by quarterly instalments in advance. A Valuer will determine the annual licence fee for the application. The annual fee may be the subject of a review on the 1st July each year.

It is noted that the Policy does not apply for the duration of the Annual Blacktown City Festival and other similar civic events held in Commercial Zones within the City of Blacktown. Conditions of the Policy are outlined as follows and proposals will be assessed against this criterion.

Policy Conditions & Assessment Criteria

1. Apply to Council in writing and attach a plan of the site and proposal. If the applicant wishes to display food, the matter is to be referred to Environmental Health for comment.
2. Pay the application fee listed in the Goods and Services Pricing Schedule and if the application is successful, the annual licence fee. No refunds will apply.
3. The footpath adjoining the premises must be at least 3.6 metres wide.
4. The area under an awning must be at least 2.6 metres wide.
5. The display must extend no more than 1 metre out from the shop front.
6. Applicant to obtain, and produce a copy to Council, a public risk insurance policy for not less than \$10 million noting Council's interest.
7. Indemnify Council against insurance claims.
8. Keep the area clean and tidy.
9. Do not make any changes to the footpath area.
10. Do not use any area outside the licensed area.
11. Secure any materials in the licensed area.
12. Driver mounted forklifts must not be used to place shop displays and goods in the licensed area.
13. Remove materials from the licensed area at the close of trading each day.
14. Comply with all the conditions in the written agreement.
15. Licence will be cancelled and the licensee may be fined if they do not comply with the terms and conditions of the agreement.

Details must either be printed in ink or typewritten. Please COMPLETE all sections.

Applicant Details

Name: _____

Postal Address: _____ Postcode: _____

Work: () _____ Home: () _____

Mobile: () _____ Facsimile: () _____

Email: _____

Address of Premises

Registered Name(s) of Business: _____

ABN: _____ Business: () _____

Address: _____

Suburb: _____ Postcode: _____

Description of Proposal

Briefly outline the types of goods or merchandise to be displayed, the area requested, times the goods will be displayed and how the goods will be located on the site (i.e. driver mounted forklifts are not permitted).

Insurance Details

Policy No: _____

Expiry Date: _____

Insurance Provider: _____

Council Shown as Interested Party: YES NO

Amount of Cover: _____

NOTE: A (Current) Certificate of Currency must accompany this application.

Location Plan

Applicants are required to lodge a location plan of the proposed area and include the following:

- the building line of your shop and adjacent shops either side;
- the boundaries of the requested area for use;
- width of footpath;
- location of entry/exit of premises;
- the number of tables and chairs proposed with a preferred layout option;
- existing street furniture, i.e. power poles, street furniture, planter boxes, fixed signs, services etc and;
- where appropriate, dimensions of any awnings.

PLAN OF PROPOSED AREA:

Scale: ____:____

Consent of Applicant

This section must be **completed and signed** by the applicant, being the operator of the business for which the Display of Goods is proposed.

As the operator of the premises, I/We consent to this application. I/We hereby agree to all the conditions **imposed** in accordance with Council's Policy and if approved, to keep a copy of the approval for inspection if requested by Council Staff.

Signature of Applicant 1 _____ Date: ____ / ____ / ____

Signature of Applicant 2 _____ Date: ____ / ____ / ____
(if applicable)

Signature of Applicant 3 _____ Date: ____ / ____ / ____
(if applicable)

Signature of Applicant 4 _____ Date: ____ / ____ / ____
(if applicable)

Privacy Note

The personal information you have provided in this application will be utilised and stored for the purposes of processing this application and will be viewed by appropriate Council Staff. The other information may be inspected by any other person under the Government Information (Public Access) Act 2009.

Please complete and return this application form to:

Postal Address:	The General Manager Blacktown City Council P.O. Box 63 Blacktown NSW 2148	DX:	DX 8117 Blacktown
		Fax:	(02) 9831 1961
		Email:	council@blacktown.nsw.gov.au

In Person: 62 Flushcombe Road, Blacktown

OFFICE USE ONLY

Application Fee Received: YES NO

Cashiers Receipting Key: 149000-1001-41418 (GST "N")

Insurance Certificate of Currency received: YES NO

Area to be Licensed: _____ Licence Fee: _____

Comments: _____
