

# Application for a Footpath Trading Licence

## LICENCEE DETAILS

*It may be necessary to submit a Development Application, please consult with the Planning Department BEFORE lodging an application.*

Business Name

Company Name

Contact Person

Address of Business

Business Phone

Mobile Phone

Fax Number

Email Address

Operating Times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Opening Time

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Closing Time

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Application Type

NEW

RENEWAL

TRANSFER

(Tick The Relevant Box)

## DETAILS OF PROPOSED FOOTPATH TRADING

	Total Square Metres (sqm) of Tables and Chairs	Dimensions	Canvas/Glass Screens (Circle Yes/No)	Dimensions
	Number of Umbrellas	Dimensions	PVC Blinds (Circle Yes/No)	Dimensions
	Number of Planters	Dimensions	Are Toilets Available	(Circle Yes/No)
	Number of Advertising Boards -Inc A-Frame	Dimensions	Current copy of Public Liability Insurance (Circle Yes/No)	
Is Liquor Being Served?	(Circle Yes/No)		Do you have a Liquor Licence?	(Circle Yes/No)

**Please note it is the responsibility of the trader/operator to obtain a separate Liquor License for the consumption of alcohol in an outdoor dining, contact the South Australian Consumer and Business Services.**

### City of Prospect

PO Box 171, Prospect SA 5082

T: 08 8269 5355

F: 08 8269 5834

E: [admin@prospect.sa.gov.au](mailto:admin@prospect.sa.gov.au)

W: [www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)



## FOOTPATH TRADING FEES AND CHARGES

<b>Application Fee (Non Refundable)</b> (includes all categories listed below; busking exempt)		\$50.00
<b>Tables &amp; Chairs</b>	1 Year	\$75 per sqm
<b>Advertising Board (inc. A-Frames)</b>	1 Year	\$150 per board
<b>Display of Goods</b>	1 Year	\$75 per sqm
<b>Nightclub/Licensed Premises Queues</b>	1 Year	\$150 per queue
<b>Busking</b>	1 Year	\$35 per licence

Council reviews it schedule for Fees and Charges on an annual basis.

## PENALTIES

1. First breach of the conditions of the Licence will result in a verbal warning (with notation on the Licensee file) and compliance to be achieved within 28 days.
2. Second breach of the conditions of the Licence will result in a written notice and compliance to be achieved within 28 days (with notation on the Licensee file).
3. Third breach of the conditions of the Licence belonging to the trader/operator at the time will result in the cancellation of the Licence with no refund and removal of any footpath items by Council. (Fees will apply for the return of any confiscated items). A third breach will also preclude the business operator from making subsequent Licence Application to trade on a Council footpath for 12 months.

**A Footpath Trading Licence is required for all trading and/or occupation of the footpath. The Licence Holder is liable for any breach of conditions set out in the Policy, including those breaches committed by their employees or volunteers.**

**The use of the footpath for trading purpose without a Licence issued by Council is an offence under the Local Government Act 1999 and carries a maximum penalty of \$2,500 or an Expiation Fee of \$210.**

**A Licence once granted must be displayed in a prominent location within the premise and must remain visible within the public are of the premise.**

## DOCUMENTATION REQUIRED (to be attached with application)

	Current copy of Public Liability Insurance for the amount of \$20,000,000 (20 Million)
	Current copy of Liquor Licence (for serving & consumption of alcohol in designated Outdoor Dining area)
	<p>Site plan to the scale of 1:100 of proposed Outdoor Dining area, including siting of furniture &amp; other structures that shows:</p> <ul style="list-style-type: none"> <li>o Setbacks from shop frontage, kerb and site boundaries;</li> <li>o Setbacks from any existing elements such as street trees, light poles, verandah posts, rubbish bins, bollards, etc;</li> <li>o Location of parking and loading zones;</li> <li>o Location of umbrellas, planters, heater and cooling units etc;</li> <li>o Details of all furniture to be included [ie description and number of tables/chairs];</li> <li>o Details of the dimensions, materials and fixing methods of the screens and blinds;</li> </ul> <p>Details of any sign writing to be included on the screens (This must include photographs/pictures for approval of design and material).</p>

I, \_\_\_\_\_, acknowledge that I have read and understand the above information and the Footpath Trading Policy and agree to abide by and be bound by them.

Signature of Applicant \_\_\_\_\_

Date: \_\_\_\_\_



**Receipt of Payment**

Application Fee Received \$ \_\_\_\_\_ Date of Payment \_\_\_\_\_

Receipt Number \_\_\_\_\_

Payment Made (in full) \$ \_\_\_\_\_ Date of Payment \_\_\_\_\_

Receipt Number \_\_\_\_\_

**Licence Approval**

Activation of the footpath trading area in accordance with the attached plans is approved.

Signature \_\_\_\_\_ Date Licence Issued \_\_\_\_\_

Licence Number Issued \_\_\_\_\_ Authorised Officer \_\_\_\_\_

**Additional Notes**

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