



Application for a
Permit to place an Advertising Sign (A-frame), Goods on Footpath, Chairs & Tables on Footpath &/or place a Temporary Banner
Under Local Law No 1 Community and Environment 2013

I, _____
(Applicant's name)

Of _____
(Name of Company)

(Address of Company)

Email _____
(Email Address)

Wish to apply for a Permit for the site address located at:

For further information I may be contacted on.....
(Telephone No)

| PERMIT TYPE | (Please Tick): | Application Fee |
|--------------------|-----------------------|--|
| A-Frame Sign | [] | \$0.00 FY 20/21 |
| Display of Goods | [] | \$0.00 FY 20/21 |
| Chairs and Tables | [] | \$0.00 FY 20/21 #____Chairs #____Tables |

APPLICATION MUST INCLUDE:

- Completed application form
- **Public Liability insurance of a minimum of \$20 million. Mitchell Shire Council must be noted on the application as a second party in relation to items placed on Council land.**
- Detailed sketch plan of preferred location of advertising sign, display of goods, partitions and/or chairs and tables. You must provide as much information as possible and include information about the type of partitions being used if applicable.

Privacy Notification

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- Written permission from other property owners to place items in front of their business, if applicable

ADDITIONAL REQUIREMENTS FOR TEMPORARY LIQUOR LICENCE RED LINE CHANGES:

- [] I require a letter of endorsement to amend my red line boundary within my existing liquor licence.

Note: endorsement from Council will be to support a Temporary Limited Licence.

- A detailed plan of the amended red line area, including dimensions, current red line area and an outline of the existing buildings

ADDITIONAL REQUIREMENTS FOR USE OF ROAD, LANEWAYS AND CARPARKS:

- Additional information must be supplied before approval of use of a road, laneway or carpark can be granted. Please contact Council’s local laws team on 5734 6200 to discuss your plans.

CONDITIONS

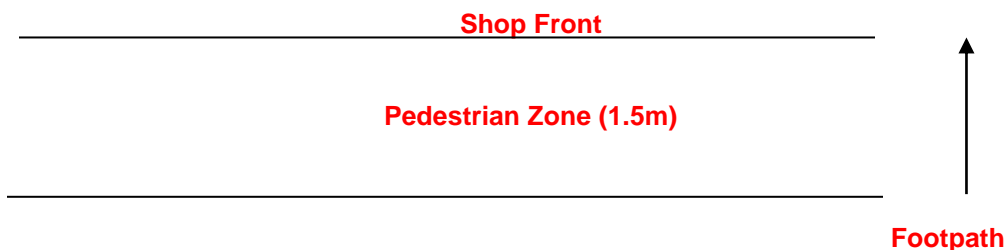
Please note due to Covid 19 permit conditions may vary as required. Table and Chair permit holders will be required to produce a COVIDSafe Plan. A template for the plan can be found at www.business.vic.gov.au

General

The placement of moveable advertising signs, goods and street furniture is prohibited against the property line/shop front. Anyone wishing to obtain a permit under these guidelines must:

- Provide free passage for pedestrians (the Pedestrian Zone); and
- Provide a safety setback from the kerbside to allow for the overhang of cars or opening of car doors (the Kerbside Zone).

After providing the above, a permit holder may occupy an area for the placement of moveable advertising signs, displays of goods or other street furniture (the Trading Zone) which is located at least 1.5 metres from the shop front and 0.6 metres from the curb, subject to local conditions.



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- A minimum footpath width of 2.6 metres must exist before a permit for street trading is issued.
- Any signs, goods, or chairs and tables **must be placed in the Trading Zone only.**

Advertising Signs and Display of Goods

- Each sign must not exceed 900mm in height or 600mm in width;
- A clear distance of 6 metres is to be kept between any two signs;
- The total space occupied by any sign or display is not to exceed 4 square metres in area;
- No sign or display is to have any moving, rotating, illuminated or reflective components. The sign or display is not to be offensive or unsightly in either construction or content;
- The times of day and duration of the sign or display. A restriction to daylight hours generally applies;
- Advertising signs in relation to an auction or sale of the property would be permitted a maximum of 2 signs per property;
- Each sign or display must be maintained in a professional manner to ensure safety to the user and general public;
- Signs or displays are to be in front of the place of business they promote.
- Goods on footpath must be properly secured and be of adequate weight to ensure its stability during all forms of weather
- Signs and displays are to be placed to the satisfaction of a Council Authorised Officer, taking into regard any guidelines provided
- The permit is to be produced on demand to a member of the Police Force or a Council Authorised Officer

Placement of Tables and Chairs

- Tables or chairs must not impair the vision of motorists or pedestrians;
- Any umbrellas used in conjunction with any table must allow a minimum height clearance of 2 metres above the footpath;
- Each table or chair must be maintained in a professional manner to ensure safety to the user and general public.

Temporary Signs and Banners

- Temporary signs and banners will not be permitted for more than 28 days;
- Banners and signs must not impair the vision of motorists or pedestrians;
- Banners and signs must be maintained in good repair and the content must not be offensive in any way;
- Temporary Banners and signs are only permitted to advertise community events and activities. Business advertising is not permitted.
- The permit holder is to ensure that the temporary banner or sign does not become a hazard to people or property.

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- Banners and signs are not to be attached to trees.

Expiry of permit

- Permits are annual, unless otherwise stated, and must be renewed every year.

Applicant acknowledgement

- I have read and fully understood the conditions of the permit.
- Failure to fully provide the required information will result in my application being returned and a delay in processing.
- The applicant understands that the personal information provided is to assess your application and record your permit and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to the Local Laws Department.

Signature

Date

Date Issued: / /

Receipt Number _____

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