



APPLICATION FOR A PERMIT
TO USE PUBLIC ROAD FOR BUSINESS PURPOSES
FOOTPATH TRADING PERMIT

To: City of Salisbury, P O Box 8, SALISBURY SA 5108
Attention: General Inspectorate Division

Or via email
city@salisbury.sa.gov.au

Applicant:

I (full name)

Of (address)

Phone: Wk:

Mobile:

Email:

If application is on behalf of Registered Company please provide company details:

Company Name:

Company Registered Address:

Company ACN:

Company Ph:

Email:

Hereby make application to the City of Salisbury for the **granting / renewal** of a permit to use a public road for business purposes (footpath trading permit) pursuant to Section 222 of the Local Government Act 1999)

Preferred commencement date:

The footpath trading permit is not valid until fees* have been paid and permit is issued.

Permit In The Name Of:

Name:

Address:

Location Details:

Business Name:

Site Address:

Business Phone:

Contact Person at site:

Description of area to which permit applies: Applicants to supply professional scaled architectural drawings detailing area to be used **(Not required for renewals without changes)**

Does the permit area encroach in front of adjoining premises? Yes / No

If Yes, Council will undertake consultation with adjoining premises owner and tenant.

(Required annually)

Premises 1 details:

Premises 2 details:

Furniture, Equipment to be located in area (all items should be shown on scaled plan) Please list all items and quantity of items to be located in area. Include additional pages if required. **(not required for renewals without changes)**

All items will be taken as removable unless identified as fixed.

All fixed items will require an "authorisation" under Section 221 of the Local Government Act and **additional fees* apply.**

Items in Trading Zone	No of Items	Fixed Y/N	Items in Trading Zone	No of Items	Fixed Y/N
Tables			Advertising signs		
Chairs			Awnings / Shade Sales		
Umbrellas			Display stands (goods for sale)		
Barrier screens			Other Item:		
Planter boxes					

Hours of operation: Start time _____ Finish Time _____

(Also subject to Development Planning and other controls.)

If footpath trading times are outside of 8am to 7pm and the business is within 50 metres of residential premises, the application will require notification of these affected residential premises, and **an application fee* applies as a result of the notification process.**

The application fee is payable prior to permit processing and is non-refundable

Development Approvals: Previous development approval details:

Liquor: Will liquor be served in the outdoor trading area? Yes / No

The service and consumption of liquor will require an application to the Consumer and Business Services and cannot proceed without this approval.

(<https://www.cbs.sa.gov.au/liquor-and-gambling-licenses/apply-for-a-new-liquor-or-gaming-licence/>)

Traffic Safety Items: Council's Civil Design and Traffic Section will advise if traffic safety devices such as Energy Absorbing Bollards are required.

(not required for renewals without changes)

If EAB's are required additional fees* apply (please refer to fees and charges)

Parking in front of trading area: Yes / No	Is it: Parallel / 90 degree / 60 degree
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Is the business on a corner of two streets: Yes / No

Street Traffic: Do you use a forklift to load or unload items? Yes No

If yes: Please supply travel plans for the forklift as per below requirements.

Traffic plan to include roads/footpaths used, weight of forklift and approximate weight of goods.

(Office Use Only: If using a forklift referral to City Infrastructure is required)

Insurance: The Permit holder shall maintain a public risk insurance policy from a reputable insurer for the minimum amount of TWENTY MILLION DOLLARS (\$20,000,000.00) per claim or such other amount as the Council may reasonably require from time to time and such policy must;

- Indemnify the Applicant for any injury, loss or damage to other persons or property arising directly or indirectly from any activity associated with the permit holders footpath trading

The applicant/permit holder must not commence any activity on a footpath/road until the applicant has provided to the Council a copy of the public risk insurance policy (a Certificate of Currency) and the permit has been issued.

The Permit holder must maintain this insurance for the duration of the permit.

Fees*

If footpath trading times are outside of 8am to 7pm and the business is within 50 metres of residential premises, the application will require notification of these affected residential premises, and **application fees* apply.** (please refer to fees and charges)

These fees are payable prior to permit processing and non-refundable.

The application for a permit will be assessed by Council and the applicant notified and invoiced for all fees payable after the assessment.

Fees can include the following (all fees subject to change annually and subject to Council's Fees and Charges Register)

1. Notification application fee of affected residential premises, and application fees* apply. (please refer to fees and charges)
Notification application fee = \$100

2. Footpath Trading Permit Area - is based on the square metres of space occupied for the trading activity and is set at a rate per square metre.(rounded to the nearest 0.5 of a square metre).

Footpath Trading Permit = \$80 (minimum fee) or \$10 per square metre (whichever is the greatest) capped at \$200.

3. Energy Absorbing Bollard Fee's - Cost share model, applicant pays share of EAB's up front (cost share at 50:50)

EAB fee = \$costs of EAB's (supply and installation) /2 (no ongoing EAB fees)

(Note: The reference to EAB fee will include alternate safety barriers if applicable)

1. Footpath Trading Permit Fee

The Footpath Trading Permit Fee is applicable to all applications and is an annual fee based on the space occupied by the event / activity. A reduced fee is available for events of 5 days or less and for charity / community groups. The fee is payable on issue of an invoice prior to the granting of the permit.

Permit Category		Footpath Trading Permit Fee
Business/Commercial Footpath Trading Annual Permit Fee	=	\$80 (minimum fee) or \$10 per square metre of trading area ¹ (whichever is the greatest), capped at \$200.
Business/Commercial Casual Rate (Approval for up to 5 days ²)	=	\$20
Charity/Community Group Footpath Trading Annual Permit Fee	=	[\$80 (minimum fee) or \$10 per square metre of trading area ¹ (whichever is the greatest), capped at \$200] X 50%
Charity/Community Group Footpath Trading Permit Fee Casual Rate (Approval for up to 5 days ²)	=	\$10

2. Energy Absorbing Bollard Fee

Energy Absorbing Bollards (EAB's) must be installed where determined by Council, in accordance with Council's requirements.

A cost share fee structure applies and the applicant is liable to a one-off fee for the supply and installation of EAB's discounted by the approved rate as approved by Council. The fee is payable on issue of an invoice prior to the granting of the permit. Note that the EAB fees also apply to alternate safety barriers as approved by Council.

$$\text{EAB Fee} = \text{\$Actual costs of EAB's (supply and installation)} \times (50\% \text{ rebate}^*)$$

*(*or as otherwise approved by Council)*

3. Notification Fee³

Where footpath trading times are outside of 8am to 7pm and the footpath trading area is within 50 metres of residential premises, a fee is payable for the notification of the affected residential premises. The fee is payable before the notification is undertaken. The fee is not applicable when residential developments occur within proximity of an existing business that has an existing footpath trading permit.

$$\text{Notification Fee} = \$100$$

¹ The trading area is the space occupied for the event / activity, rounded to the nearest 0.5m².

² Where no EAB's are required.

³ Does not apply to casual events / activities.

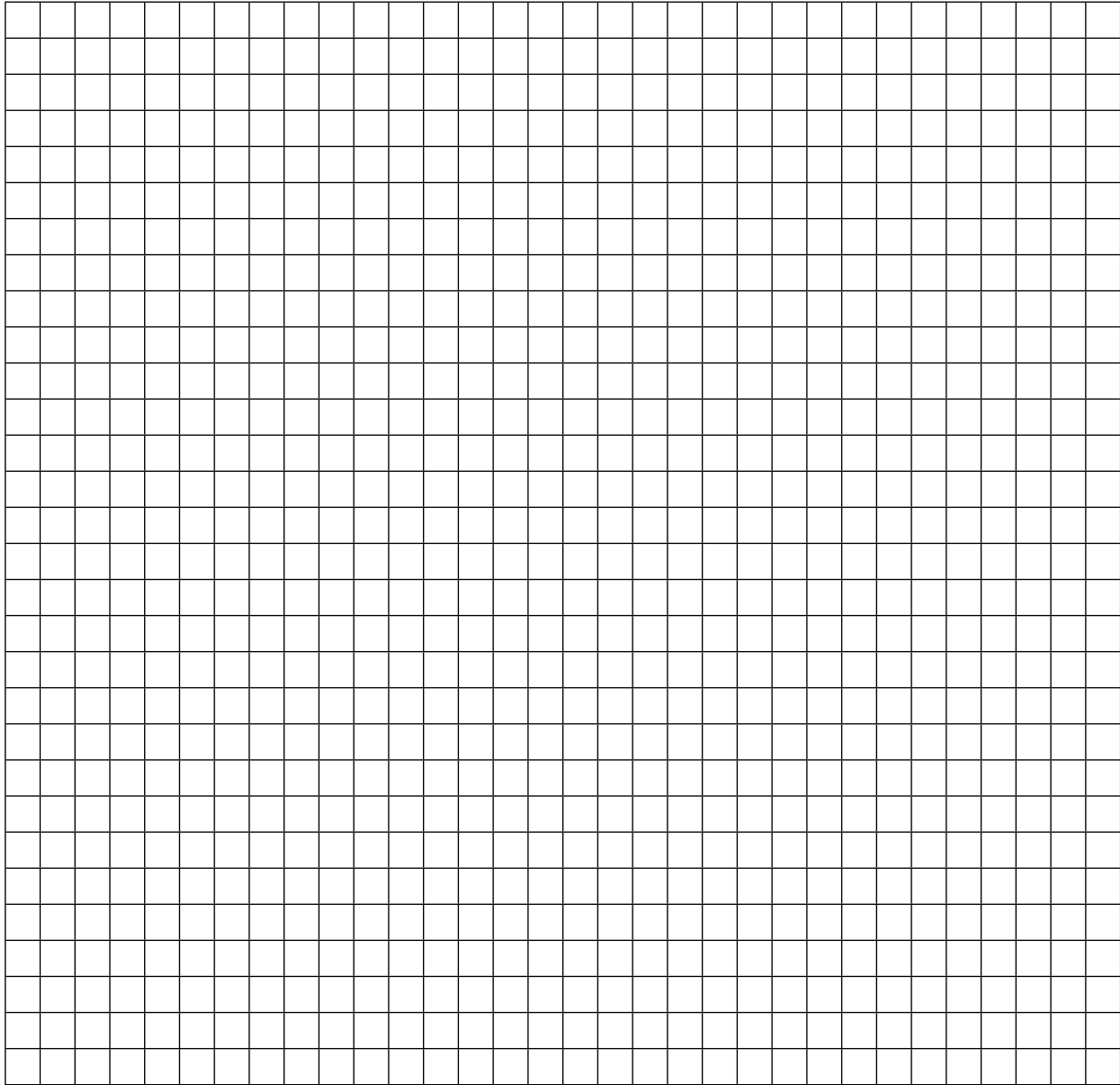
THE ISSUING OF A PERMIT IS SUBJECT TO:

1. The applicant agreeing to the General Conditions of the permit as contained within the City of Salisbury Footpath Trading Policy.
2. The applicant agreeing to any Special Conditions, which the Council determines and are attached to the permit.
3. The applicant providing a copy of all appropriate insurances as required by either the general conditions or special conditions of permit.
4. The applicant paying the prescribed permit fees* prior to permit being issued.
5. Failure to pay or comply with the required conditions above and attached will result in the cancellation of this application and permit.

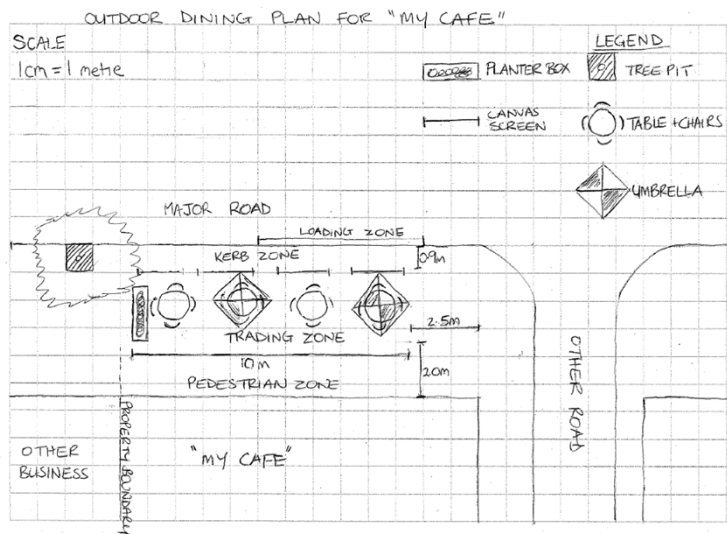
Date:

Applicants Signature:

Scaled Site Plan:



Example:



Source: Outdoor Dining Background Paper, Local Government Association of SA .2015

OFFICE USE ONLY

Checklist

Council Division/Section	Referral			Comments		
	Yes	No	N/A	Approve	Approve with Condition	Reject
Consultation Required for Residential Zone						
Traffic Management						
Technical Services Design						
Civil Infrastructure Construction						
Community Services for Disability						
Property Services						
Development Services						
Environmental Health						
Consumer and Business Services Approval						
Special Conditions attached						
Insurance Certificate Provided						
Fee Determined and Invoice issued						
Fee Paid						

EAB's number and costs:

Special Conditions:

Officers Recommendation:	Selection:
Approve	
Approve with Standard Condition	
Approve with Standard Condition plus Special Conditions	
Deny	

If "Denied" reason:

Name of Authorised Officer of Council:

Position:

Signature:

Date:
