**NEIGHBOUR LETTER OF SUPPORT TEMPLATE**

**To Moorabool Shire Council**

TEMPORARY EXTENSION OF OUTDOOR DINING REQUEST

I confirm that I am the owner/occupier of ……………………………………………………………………………………………………………………………….(Business Name) at

………………………………………………………………………………………………………………………………(Business Address).

Tick and fill all which apply:

Footpath Trading: For the purposes of the application dated ………………….. and for the period nominated by the applicant, I hereby confirm support for the adjoining registered food business known as ……………………………………………………………………………………………….. at …………………………………….. …………………………………………………………………………………………………………(Neighbour address) to occupy the footpath trading area adjacent to my premises.

The neighbouring business can use this area for their extended footpath trading activities. I acknowledge that I will not be able to use this space for outdoor dining or to display goods whilst it is being used by the neighbouring business should a permit be granted for the duration requested.

Parklet: I hereby provide support for the adjoining business known as …………………………………………………………………………...…………..at ………………………………………………. ………………………………………………………………………………………………………(Neighbour address) to expand their outdoor dining space via the use of the parking space nominated for use as a parklet.

Should my business have a change of mind and seek to withdraw support we will notify the Council by email to **info@mooorabool.vic.gov.au** and the neighbouring business in writing accordingly - providing 30 days’ notice.

I acknowledge that as the footpath and roadway outside of my business are public space, that my request will not necessarily result in the removal of the neighbouring business’s items from the footpath or roadway during the permitted period. The request will be considered at Council’s discretion and additional information may be requested by Council by those involved, before making a decision.

**NEIGHBOURING BUSINESS GIVING SUPPORT:**

Signed: …………………………………………………………….. Dated / / 2021

Name: ……………………………………………………………..

Business name: ……………………………………………………………..

Position: …………………………………………………………….. (Manager/Owner – please specify)

**BUSINESS RECEIVING SUPPORT:**

Signed: …………………………………………………………….. Dated / / 2021

Name: ……………………………………………………………..

Business name: ……………………………………………………………..

Position: …………………………………………………………….. (Manager/Owner – please specify)