

# Application for Local Law Permit

## Placement of items 2022/2023



Commercial Business

Community Group

### 1. Applicant Details

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Physical Address of Business: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Placement of the following items (Please tick the type of item/s you are applying for).

- |  |                          |                            |                          |
|--|--------------------------|----------------------------|--------------------------|
| A-Frame Sign/Teardrop Banner             | <input type="checkbox"/> | Outdoor Heater             | <input type="checkbox"/> |
| Chairs & Tables                          | <input type="checkbox"/> | Goods Display              | <input type="checkbox"/> |
| Charity Clothing Bin                     | <input type="checkbox"/> | Barrier Screens            | <input type="checkbox"/> |
| Planter Boxes                            | <input type="checkbox"/> | Real Estate Pointer Boards | <input type="checkbox"/> |
| Temporary Food Stalls or Sausage Sizzles | <input type="checkbox"/> | Other Specify: _____       | <input type="checkbox"/> |

### 3. Details of item/s

1) Item : \_\_\_\_\_ Location: \_\_\_\_\_  
(e.g. 4 x chairs & 2 x tables) (e.g. Street/s & Suburb)

2) Item: \_\_\_\_\_ Location: \_\_\_\_\_

3) Item: \_\_\_\_\_ Location: \_\_\_\_\_

### 2022/2023 Fees:

A Frame Commercial	\$ 232.00
A Frame Commercial (Temporary Event Signage) Max 10 days per year 3 signs maximum	\$ 79.00
A Frame Community Group	\$ 22.00
A Frame Community Group (temporary event signage) Max 10 days per year 3 signs maximum	No Charge
Additional A Frame Sign (Community) per sign	\$ 11.50
A Frame Election Signage Council Fee Per Permit	No Charge
Outdoor Dining application fee	\$ 232.00
Outdoor Dining per square mt or part of if over 3m2	\$ 82.00
Use of footpath /storage of items per square mt or part there of	\$ 82.00
Use of Footpath for community, religious or political event/stall/fundraiser	No Charge

Note commercial operators can pay a single application fee for an application for foot path dining and advertising signage adjacent to the same property

**Mail** PO Box 18 Ballan Vic 3342

**Ballan** 15 Stead St Ballan

**Bacchus Marsh** 215 Main St Bacchus Marsh

**Darley** 182 Halletts Way Darley

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4. Additional information (if applicable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Consent to Utilise Neighbouring Premises Footpath Trading Zone

Physical Address of Business: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

Neighbouring Business Name: \_\_\_\_\_

Business Owner Name: \_\_\_\_\_

Signature of Consenting Business Owner: \_\_\_\_\_

### 5. Application Checklist

I have signed this application

I have provided a scaled drawing indicating the layout of items to be placed on Council land

I have submitted photographs or design details of the items I propose to place on Council land

I have attached a copy of my public liability insurance

**Failure to include all items in this checklist may result in delay or denial of this permit.**

**Note:** Advertising boards, banners and barrier screens must meet advertising and colouring standards set out in Council's Footpath and Activities Guidelines 2021. A photograph or diagram of these items including colour scheme **must** be provided with this application.

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### 6. Permit application layout plan *(please complete)*

Total m<sup>2</sup> of footpath utilised: \_\_\_\_\_

**Notes:** You are required to show to scale the following:

1. The area to be occupied by tables and chairs and any other fixtures or fittings;
2. The building line and/or shop front including side boundaries, doors, windows etc;
3. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare; and
4. The direction of North on the sketch drawing.

**See attached example**

I have attached a copy of current Public Liability Insurance showing coverage of \$10,000,000 (minimum).

I \_\_\_\_\_ (please print) understand that the information provided above will be used in accordance with relevant legislation and Council Policies and declare that this information is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** Personal information will be held securely and will not be used or disclosed for any other purpose.

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### EXAMPLE LAYOUT PLAN

