

BUSINESS USE OF FOOTPATH APPLICATION FORM

Under sections 125-127 & 137-139 of the *Roads Act, 1993*



In some areas business use of the public footpath is not permitted. Please contact the Buildings and Property team before lodging your Application on 02 9911 6555.

Proposed Use (please tick one of the boxes)

<input type="checkbox"/>	New business	<input type="checkbox"/>	New Business Owner	<input type="checkbox"/>	Change of Business Name
<input type="checkbox"/>	Other (please provide details) <input type="text"/>				

Description of Proposed Activity:

<input type="checkbox"/>	Outdoor display of goods	<input type="checkbox"/>	Outdoor dining
<input type="checkbox"/>	Both of the above	<input type="checkbox"/>	Others (e.g. planter boxes etc.)
Area proposed for outdoor dining or display of goods:		<input type="text"/>	m ²
No. of displays:	<input type="text"/>	No. of chairs:	<input type="text"/>
Proposed hours of operation:		No. of tables:	<input type="text"/>

Applicant Details (Proprietor/owner details)

Surname:	<input type="text"/>		
First Name:	<input type="text"/>		
Residential address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Mobile phone number:	<input type="text"/>		
Email address:	<input type="text"/>		

Business Details

Registered Company Name:	<input type="text"/>		
ABN/ACN (please circle):	<input type="text"/>		
Trading Name:	<input type="text"/>		
Address:	<input type="text"/>	Postcode:	<input type="text"/>
Suburb:	<input type="text"/>		
Address for service of documents:	<input type="text"/>	Postcode:	<input type="text"/>
Suburb:	<input type="text"/>		
Business Phone Number:	<input type="text"/>		
Business Email Address:	<input type="text"/>		

Proposal (If all information is not supplied, the Application will not be processed)

The following items must be submitted with this Application:

- A site plan (example attached) of the proposed footpath area drawn to scale (1:100 or 1:200) indicating:**
 - location of side and front boundaries of the Applicant's property and kerb line;
 - dimensions, boundaries and area (in square metres) of the **proposed** outdoor seating/display area;
 - number and location of **proposed** tables, chairs and planter boxes in the outdoor area;
 - location of all doorways and service openings;
 - location and details of any parking restrictions applying at the kerb;
 - proximity of pedestrian or vehicular entrances serving the adjoining buildings; and
 - location of all free-standing items on the street such as bus stops, post office boxes, power poles, street furniture, rubbish bins, parking/street signs or other similar items adjacent to the site.
- Awning Structural Certification (if applicable)**
 - Under the *Roads Act* 1993 the owner of a building is responsible for the structure, its maintenance and ensuring that it remains in a satisfactory condition.
 - Council requires that a structural engineer inspect any awning and provide a certificate attesting to its safety and structural integrity for a period of five (5) years.
- A copy of the Applicant's current drivers licence or proof of identification** e.g. passport
- Photograph of furniture that is to be placed on the footpath**
- Copy of certificate of currency of public liability insurance (minimum \$20 million and note City of Canada Bay Council as an interested party)**

Please note the following fees are payable ON APPROVAL

BOND (area less than or equal to 5m²)	\$500	Refundable on conclusion of the Agreement subject to no monies being due or damage caused to Council land.
BOND (area greater than 5m²)	\$1,000	
Majors Bay Road, Concord		Bond plus \$250 per m ² /per annum
Great North Road, Five Dock		Bond plus \$245 per m ² /per annum
George Street, North Strathfield		Bond plus \$215 per m ² /per annum
Rhodes	<ul style="list-style-type: none"> • adjacent to 1 Rider Boulevard • all other footpath locations 	Bond plus \$330 per m ² /per annum Bond plus \$255 per m ² /per annum
Other Areas		Bond plus \$205 per m ² /per annum

N.B. Information on fees payable is available under Schedule Fees & Charges on Council's website at: www.canadabay.nsw.gov.au - Business Use of Footpath Application form

Landlord's Consent (All owners)

Name(s):		
Address:		
Signature:		
Company seal: (if applicable)		

Business Use of Footpath Checklist

Have you: (please tick)


Completed this Application form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Supplied proof of identification?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Enclosed the Application fee (<i>amount shown below</i>)??	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Provided a dimensional plan of the proposed area of footpath dining/use?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Provided a photograph of furniture?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Supplied the Awning Structural Certification (if applicable)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No


Applicant Declaration

I have read and understand the Business Use of Footpath Policy.
I comply with all of Council's requirements, and verify that the information provided is true and correct.


Signature: Date:

LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your Application via

 **Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne
08:30am – 4:00pm Monday – Friday - **Payment by CASH, CHEQUE OR CARD**

 **Email:** customer.service@canadabay.nsw.gov.au

A tax invoice will be sent via email for payment when your Application has been submitted to Council.
Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: www.canadabay.nsw.gov.au

 **Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 - **Payment by CHEQUE ONLY.**

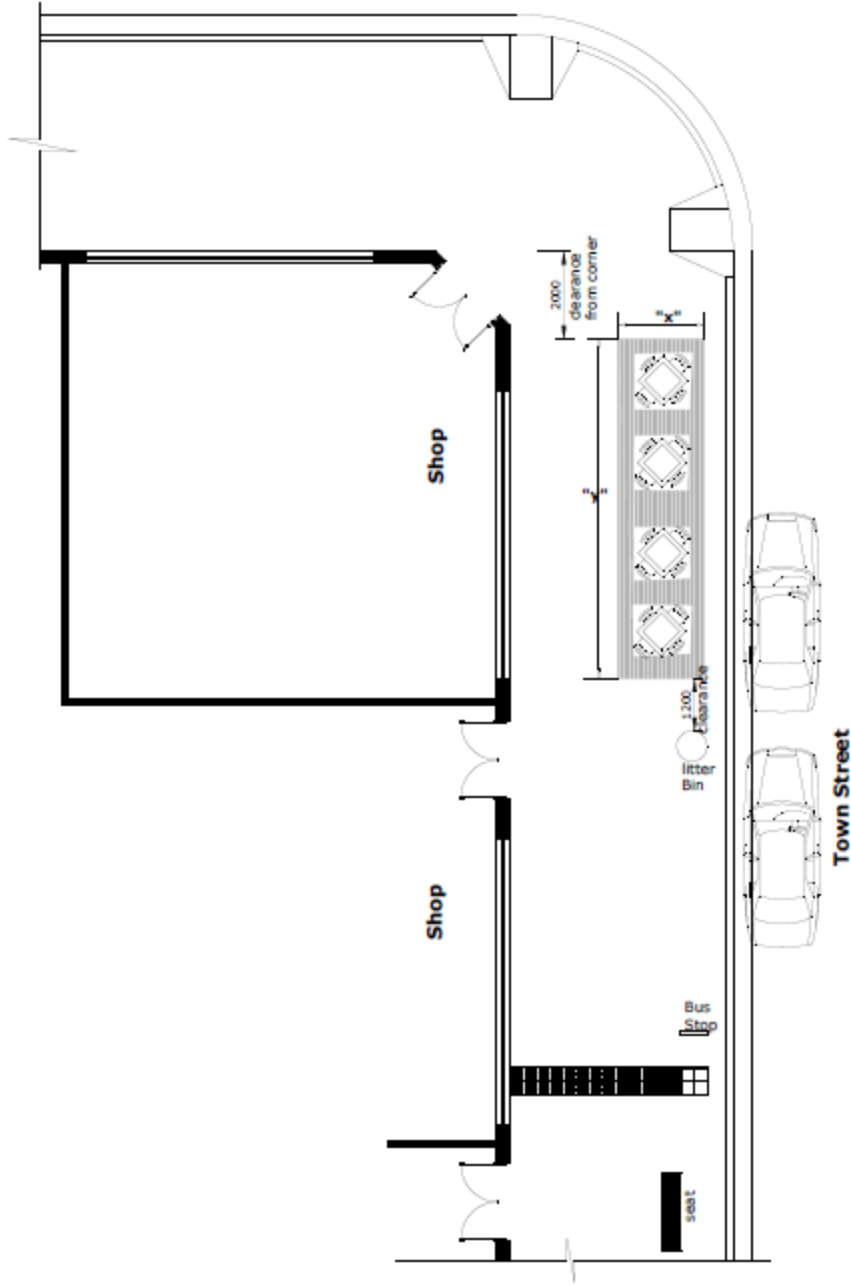
Please note: Your Application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional .6% processing fee will apply.
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Office Use	<i>Fee Paid :</i> <input type="text" value="\$290.00"/>	<i>Receipt No:</i> <input type="text"/>	<i>Date:</i> <input type="text"/>
	Application Number: <input type="text"/>		

City of Canada Bay
Public Domain
Property



City Street



Hours Of Operation:
Area:

Address of Outdoor seating Area

Scale:
Date: