

BUSINESS USE OF FOOTPATH APPLICATION FORM

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



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 1.0% processing fee will apply.
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Office Use

Fee Paid \$280.00

Receipt No:

Date:

Application Number:

Purpose of submitting (please tick one of the boxes)

New business

New owner

Change of business name

Other (please provide details)

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

Business details

Registered Company Name:

ABN/ACN (please circle)

Trading Name:

Address:

Suburb

Postcode:

Address for service of documents:

Suburb:

Postcode:

Business Phone Number:

Business Email Address:

Applicant details (Proprietor/owner details)

Surname:

First Name:

Residential address:

Suburb: Postcode:

Mobile phone number:

Email address:

Landlord's Consent (All owners)

Name(s):	<input type="text"/>	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>
Signature:	<input type="text"/>	<input type="text"/>
Company seal: (if applicable)	<input type="text"/>	<input type="text"/>

Proposal (PART 1)

Description of proposed activity:

Outdoor display of goods Outdoor dining

Both of the above Others (e.g. planter boxes, etc.)

Area proposed for outdoor dining or display of goods: m²

No. of displays: No. of chairs: No. of tables:

Proposed hours of operation:

Proposal (PART 2) If all information is not supplied application will not be processed

The following items must be submitted with this application:

- A site plan of the proposed business use of the 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 the building awning to be inspected by a structural engineer and a **written statement certifying** the integrity and safety of the awning for a period of five (5) years to be supplied.
- 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)**

N.B. Information on fees payable is available under Schedule Fees & Charges on Council's website at:

Business use of footpath checklist

Have you: (please tick)

Completed the application form?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Supplied proof of identification?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Enclosed the \$280 application fee?	<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

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 damage caused to Council land.
BOND (area greater than 5m²)	\$1,000	
Majors Bay Road, Concord	Bond plus \$245 per m ² /per annum	
Great North Road, Five Dock	Bond plus \$240 per m ² /per annum	
George Street, North Strathfield	Bond plus \$210 per m ² /per annum	
Rhodes		
• adjacent to 1 Rider Boulevard	Bond plus \$320 per m ² /per annum	
• all other footpath locations	Bond plus \$250 per m ² /per annum	
Other Areas	Bond plus \$200 per m ² /per annum	

Applicant declaration

I have read and understand the Business Use of Footpath Policy.

I acknowledge that A-frames, clothing racks and advertising are strictly prohibited at all times.

I comply with all of Council's requirements, and verify that the information provided is true and correct.

Signature: Date:

BUSINESS USE OF FOOTPATH PERMANENT OUTDOOR SHADE STRUCTURE REQUIREMENTS



The following information will be required for Council's assessment:

Site Plan

Submission of a site plan showing the location of the proposed shade structure in relation to boundaries, kerb line, shop front access doors, posts, poles, gardens, fences, services, garbage bins, and paved areas etc.

The plan is to include dimensions of any shade structure and proposed distance from the kerb line to the edge of the structure and posts. Note that the distance shall not be less than 600mm from the face of the kerb to the structure.

If possible a Surveyor or Architect should prepare this plan and include existing surface levels.

Stormwater Drainage

Adequate guttering across the shade structure to capture rainwater and downpipes to be installed on the front posts, kerb side.

The width of the gutter, size and number of downpipes shall be in accordance with AS/NZS 3500.5 - 2000: "Plumbing Domestic Installations" Code. Downpipes must be discharged into the kerb and gutter.

Structural Adequacy and Serviceability

Support Structure

All support structures to the proposed shade structure (columns/posts, footings, bracing, etc.) shall be certified by a suitably qualified Structural Engineer (Chartered Professional Structural Engineer with the Institution of Engineers, Australia) to comply with the following Codes:

- AS/NZS1170 "Structural Design Actions"
- AS/1170 "Minimum Design Loads on Structures"
- AS2870 -1996 "Residential Slabs and Footings- Construction"
- AS 4100 - 1998 "Steel Structures"
- AS4256 "Plastic Roofs and Wall Cladding Materials"

Shade Structure

The pre-fabricated structure shall be certified by the manufacturer that it complies with structural adequacy for wind load (adequate bracing) horizontal and vertical forces including impact loads and the Building Code of Australia.

A copy of the manufacturer's specification is to be supplied to Council for consideration including technical data for the shade structure: system description, system performance, serviceability, design life and maintenance (a copy of manufacturer's service, and/or maintenance instructions).

Separate Structure

The shade structure and its support structure must be fully independent of any ancillary support and must be fixed to suitable footings, secured structurally and must not be fixed onto any existing awnings, buildings, facades or similar.

Other Items for Council's Consideration

- Heating devices;
- Flashing - to be used only for weather protection and not as a structural element;
- Colours - colours are to complement existing streetscape. No advertising permitted;
- Must complement Council's Streetscape Plan for the area;
- Detailed drawings of the shade structure as specified above; and
- Furniture.