



City of Port Lincoln

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Record Number:
Insurance X Ref:
Template No 20-71-T1 (& 14-51-T4)

FOOTPATH TRADING APPLICATION FORM File 20.71.2.2
BUSINESS USE OF ROAD APPLICATION FORM File 14.51.1.....

Applicants are advised to read and familiarise themselves with the **Footpath Commercial Use** guidelines in policy **20.63.1** and Council By-Laws available on our website at www.portlincoln.sa.gov.au prior to any formal application being made to Council. Failure to submit all required information may result in delays in processing the application, or a refusal of permit. On payment of the appropriate Fees, approval will be provided by Council Permit 20-71-T49, in accordance with Local Government Act 1999, Chapter 11.

Please tick the appropriate option:

- INITIAL APPLICATION** - permit will take effect from the date the permit is approved by Council to the next 30th day of June (pro-rata fees may apply for a period of less than six months).
- RENEWAL PERMITS** will take effect from the 1st day of July to the 30th of June. A renewal permit must be applied for each financial year.
- AMENDMENT TO EXISTING PERMIT** or **TRANSFER** effective from date of approval (pro-rata fees will be charged for amendments to permits) If known please quote original permit number

SHORT TERM PERMIT * (generally for business use of road and footpaths for building renovation purposes –example footpath and/or carparks will be blocked from public access for a period of time). Please indicate dates and approximate times required:

Dates from: to..... Time/s from: to.....

Applicant Details

Company Name

Trading Name

Applicant / Contact Name

Mailing Address

Telephone/Fax.....

Email

“Premises” Address

ABN.....

ACN.....

Description of Proposed Activity	Rec No I20 _____
Office use: This sheet to be attached to 20-71-T49 Approval and displayed in the front window of premises	

<input type="checkbox"/> Tables Number of Tables: _____ What are they made of: _____ Length: Width: Height:	<input type="checkbox"/> Chairs Number of Chairs: _____ What are they made of: _____ Length: Width: Height:	OFFICE USE T..... @ \$.....= \$..... C.....@ \$.....= \$.....
<input type="checkbox"/> Umbrellas Number of Umbrellas: _____ Colour: _____ Length: Width: Height: In ground sockets are compulsory	<input type="checkbox"/> Freestanding heaters Number of heaters: _____	U.....@ \$.....= \$..... FH.....@ \$.....= \$.....
<input type="checkbox"/> Screens or barriers <input type="checkbox"/> Fixed <input type="checkbox"/> Movable <input type="checkbox"/> Solid <input type="checkbox"/> Open structure Length: Height:	<input type="checkbox"/> Advertising Signs/Sandwich boards Advertising boards - max size is 1000mm high x 900mm wide Width: Height:	S.....@ \$.....= \$..... AS.....@ \$.....= \$.....
<input type="checkbox"/> Display of goods What type of goods will you be displaying: _____ <input type="checkbox"/> Clothing Stands x _____ <input type="checkbox"/> Other stands x _____ <input type="checkbox"/> Hanging Goods x _____	<input type="checkbox"/> * Short Term use of footpath or carparks/road for building renovations Business: _____ <input type="checkbox"/> I have included written consent by the owner and/or body corporate on official letterhead.	DG..... @ \$.....= \$..... BR..... @ \$.....= \$..... TOTAL TO BE CHARGED \$..... GL 2030251 CHARGE CODE 0058 Inv No Paid / /

Permit area

Please provide detail as to the prescribed use of Public Footpath being applied for:

Road name(s).....

Commonly used business or shop name

Insurance Details

OFFICE USE: RECEIVED

Insurance Company Name

Policy Number Expiry Date

Provide a copy of your public liability insurance certificate of currency to the amount of \$10 million. The City of Port Lincoln must be listed on the certificate as an interested party. Please inform your public risk insurer that you are applying to extend your business activities to include *use of footpath* and that you require a Certificate of Currency to submit with your application.

Certificate of Currency Attached

A current Certificate of Currency is required at all times. If your insurance is renewed during the financial year, please provide Council with a copy.

*** Short Term Permit – endorsement is not required – Certificate of Currency only required**

Site plan (refer to section 6 of Council policy 20.63.1 Footpath Commercial Use)

OFFICE USE: RECEIVED

You must include a site plan at 1:100 scale (example 1cm = 1m as per grid sheet provided) of the proposed footpath activity.

Form of Indemnity

Approval of this application gives INDEMNITY by the Applicant on behalf of the Company named in such (hereinafter called “the indemnifier”) to the CITY OF PORT LINCOLN (hereinafter called “the Council”).

WHEREAS the Indemnifier has applied to the Council for authority, to use a portion of the road or other public area within the area under the Council’s Footpath Commercial Use Policy 20.63.1.

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the indemnifier INDEMNIFIES and will KEEP the Council INDEMNIFIED against all actions, liabilities, proceedings, demands, losses, damages, fees, claims, costs and expenses whatsoever incurred or arising out of, or in connection with or in consequence of the use of the footpath for the purposes associated with the use of the premises at (“the premises”)

WHETHER such premises was operating or not at the relevant time by any person whosoever, including the Indemnifier or employee or agent or subcontractor or any customer of the Indemnifier.

Declaration

I hereby make application for a permit to display or place the above mentioned item(s) on Council land outside the above premises. I have read and understood the conditions under which a permit may be granted by the Council, and agree to abide by all of those conditions for the duration of any permit so granted. I declare that all the above details are true and correct.

Signature of Applicant: Date:

Disclaimer: *The personal information requested on this form is being collected by the Council for the delivery of the Footpath Trading Service. It will be used solely by the Council for that primary purpose, or directly related purposes, and will not be disclosed to any other organisations.*

