

Application for Local Law Permit Placement of items 2024/2025



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: _____

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: _____

Mail PO Box 18 Ballan Vic 3342

Ballan 15 Stead St Ballan

Bacchus Marsh 215 Main St Bacchus Marsh

Darley 182 Halletts Way Darley

P (03) 5366 7100

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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.

6. Permit application layout plan (please complete)

A large grid for drawing a permit application layout plan. The grid is 20 units wide and 20 units high. On the left side, the text "SHOP FRONT" is written vertically. At the bottom left corner of the grid, there is a small icon and the text "Start Here".

Total m² of footpath utilised: _____

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

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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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.

EXAMPLE LAYOUT PLAN

