

Commercial Use of Footpaths Application / Renewal

Lodge Applications at Ballina Shire Council • 40 Cherry Street Ballina (Mon-Fri 8.15am to 4.30pm)
mail PO Box 450 Ballina 2478 • **e** council@ballina.nsw.gov.au
t 1300 864 444 • **w** ballina.nsw.gov.au

You will be contacted once your application is processed and invoiced annually for payment.

1 . Type of Application

Footway Restaurant Street Vending Licence Renewal

2. Applicant Details

Name of Business

Address of Business *including shop number*

Name of Applicant

Address of Applicant

Contact Phone

Mobile

Email

Applicant's Signature

Date

Development Consent No. *existing business*

3. Property Description of Business

Street Number

Street Name

Suburb

Lot / Portion

DP / SP

4. Consent of All Land Owner(s)

All owners or owner's agent must sign this form *for new applicants only*

Name

Name

Address

Address

Phone

Signature

Phone

Signature

5. Business Details

Type of Business

Hours of Operation

Seating Capacity
within footpath area

Type of Table Service

Is the business proposing to serve alcohol?

 Yes No

Size of Licenced Area *m²*

Is the business in an Alcohol Free Zone?

 Yes No

Provision of Amenities

6. Checklist of Documents to Accompany Application

- Site Plan including:
- North point of scale
 - Location of the shopfront and kerb
 - Width of footpath between the shopfront and kerb
 - Width of shopfront and proposed outdoor eating area
 - Any existing and/or proposed physical features (eg power poles, rubbish bins, public seating etc)
 - Placement of barriers, landscaping, lighting, temporary structures and furniture

Licence Renewals: the site plan is only required where there are any variations to the original plan.

- Copy of current Public Liability insurance for \$20,000,000 listing Ballina Shire Council as an interested party and indemnifying Ballina Shire Council. The policy should also note the use of the footpath.

Licence Renewals: copy of the current public liability insurance is also required.

Footpath Occupation Fee

The footpath occupation fee is based on a per square metre rate of the approval area as per Council's annual schedule of fees and charges. It is based on a reasonable return on land value, which may vary for different parts of the commercial areas.

Note: There is a minimum 'Footpath Occupation Fee' of \$100, which was endorsed by Council on 27 June 2019.

For further information refer to Council's **Commercial Use of Footpaths Policy** and current **Fees and Charges** available at ballina.nsw.gov.au.

An annual invoice will be sent to your business for payment.

Privacy Protection Notice

The completed Commercial Use of Footpaths Application Form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Planning and Environmental Health Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information supplied is required under the Local Government Act 1993 and Roads Act 1993. The information will be stored in Council's electronic document management system.