

# Commercial Use of Footpaths Application



**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     Transfer of Licence fees apply     Renewal

## 2. Applicant Details

Name of Applicant

Address of Applicant

Registered Business Name

ABN

Address of Business *including shop number*

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 applications only*

Name

Name

Address

Address

Phone

Signature

Phone

Signature

## 5. Footway Restaurant Details

Type of Business

DA Number

Seating Capacity *within footpath area*

Type of Table Service

Is the business proposing to serve alcohol?  Yes  No

Size of Licenced Area  $m^2$

Is the business in an Alcohol Free Zone?  Yes  No

Provision of Amenities

## 6. Street Vending Details

Type of Business

Size of Licenced Area  $m^2$

## 7. 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 measurements for proposed approval area (width and depth)
  - 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 and match the registered business name.

*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 23 June 2022. For further information refer to Council's **Commercial Use of Footpaths Policy** and current **Fees and Charges** available at [ballina.nsw.gov.au](http://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.

## Office Use Only

Transfer Licence Fee 2022/23: \$63 (GST free) 188.0409.0235

New Application Fee 2022/23: \$80

Amendment to CUOF Approval Area 2022/23: \$80

Five Year Renewal of Application 2022/23: \$80

Amount Paid \$

Receipt Number

Date received