

# Hawkesbury City Council



366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR

Phone: (02) 4560 4444 Facsimile: (02) 4560 4400 Email: council@hawkesbury.nsw.gov.au

## application/renewal/modification form for footpath trading

*Office Use Only*

App. No:	
Date:	
Receipt No:	
App. Fee:	

*Application is hereby made under Section 68 of the Local Government Act 1993 to use the portion of the footpath shown on the attached plan as a trading area.*

### APPLICANT DETAILS

Applicant(s) Name:

Business Name:

Business Address:   
.....  
.....  
Post Code:

Postal Address (if different to above):

.....  
.....  
Post Code:

Telephone: (H)  (W)  (M)

Facsimile No:

Type of business and product sold:   
.....

### INSURANCE DETAILS

Public Liability Insurer:  Policy Number:

Policy Validity dates: From  /  /  To  /  /

Liability Limit (Value) - **Min requirement \$10 million.** \$

### OPERATION DETAILS

Proposed Days of Operation:   
.....

Proposed Hours of Operation:



## DIMENSIONS OF PART OF FOOTPATH PROPOSED

Measurements requested to be used for the trading area

Length (m)

Width (m)

Total Area (m<sup>2</sup>)

Current Condition of Footpath:


## OTHER TEMPORARY STRUCTURES IN THE FOOTPATH TRADING AREA

Are you intending or already using another type of temporary structure on the footpath?

YES / NO

If NO go to next boxed section. If YES, continue.

What type of temporary structure is it?


Is the temporary structure to be used within the above specified footpath trading area?

YES / NO

Do you already have approval for the structure

YES / NO

If YES state Approval No.

If NO have the necessary documents been lodged?

YES / NO

*(If NO contact Council for necessary forms etc.)*

## ATTACHMENTS

1. Two copies of a dimensional drawing (A4 size) indicating frontage of the site and size of the area proposed to be used for trading purposes.
2. A colour photograph of the site frontage and area proposed to be used for trading purposes.
3. A colour photograph or brochure detailing the furniture intended to be placed on the footpath.



I / We agree to comply with all relevant conditions and procedures as detailed in this approval and Hawkesbury City Council's Outdoor Dining and Footpath Trading Policy.

I / We hereby indemnify Hawkesbury City Council against all claims that may arise whether from negligence or otherwise as a result of my/our footpath trading activities within the road reserve at the location specified in this approval.

All applications shall be executed as indicated below by the applicant or in the case of joint applications, by each applicant.

**In the case of a Corporation:**

1. With the Common Seal including the Australian Company Number affixed in the manner provided in its Memorandum and Articles of Association; or
2. By signature of two persons authorised by the Corporation to bind it in contract. In such circumstances a copy of the authorisation duly executed under the Seal of the Corporation must be submitted with the application.

**In the case of a Firm** (including a firm trading under a business or trade name and partnership):

1. By signature of each proprietor of the firm; or
2. In the case of firms having more than five proprietors, by signature of proprietors authorised to bind the firm in contract. In the latter case, evidence of the authority of those proprietors to bind the firm may be required by the Principal.

Applicant(s) Signature:

Print Name(s):  Date:

Witness Signature:

Print Name  Date:

**WHAT DO YOU NEED TO RETURN TO COUNCIL?**

- The completed and signed application / renewal /modification form.*
- Current Certificate of Insurance for Public Liability (minimum value \$10,000,000) with the co-insurance clause.*
- Your payment for fees as per Council's Fees and Charges.*
- Any drawings, photographs and supporting documentation.*