



# APPLICATION TO ENGAGE IN A TRADE OR BUSINESS ON COMMUNITY LAND

## Section 68, Local Government Act 1993 Part D1

818 Pacific Highway, Gordon NSW 2072 / Locked Bag 1006, Gordon NSW 2072  
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E kmc@kmc.nsw.gov.au W www.kmc.nsw.gov.au ABN 86 408 856 411

OFFICE USE

No:

### About this form

Use this form to apply for consent to:

Documentation:

Other approvals:

Lodgement & fees:

Any questions?

#### Engage in a Trade or Business on Community Land

Our guide explains which plans and other documents you must provide with this application.

Your proposal may also require other approvals.

Please follow the instructions on page 4.

Phone Customer Services on (02) 9424 0000, or call in to Council (see page 4).

### 1. Applicant name, address and contact details

Mr Ms Mrs Dr Other

First Name

Surname Name

Company Name

ABN

Postal Address

Suburb or Town

State

Postcode

Telephone (B)

Telephone (H)

Mobile

Email

### 2. Location of the property to which the activity relates

This will help us to correctly identify the land.

Unit, shop or suite

Street Number

Street

Suburb

Other detail if needed

### 3. Location Plan

Scale 1:100. Attach plan if insufficient space provided.

### 4. Public Liability

A copy of your Public Indemnity Insurance policy must accompany this application (minimum cover \$20 million for any individual claim). Council shall be named on the policy indemnifying it against claims.

Copy of policy attached

### 5. Type of activity

Trade Display	Promotional activity
Business sales	Other

### 6. Period of Use

From				to		
Day Only	From	am	to		pm	
Day & Evening	From	am	to		pm	
Weekdays Only	From	am	to		pm	
Weekends Only	From	am	to		pm	
7 days	From	am	to		pm	

## 7. Service Pits Access Rights

The applicant agrees that they will provide unlimited access to service pits to relevant authorities.

Applicant Signature

Date

## 8. Is vehicle access required?

Yes

No

No of vehicles

Type of vehicle

Delivery/pick up only

## 9. Display Goods

Proposed Furniture	No of Items	Dimensions	Material
Tables			
Chairs			
Umbrellas			
Tents			
Display Stands			
Other			

## 10. Damage to Council's assets

The applicant agrees to reinstate any damage incurred to Council's assets as a direct result of the approved use.

Applicant Signature

Date

## 11. Privacy Policy

The information you provide in this application will enable your application to be assessed by the consent authority and any relevant state agency. If the information is not provided, your application may not be accepted.

**The application will also be kept in a register by the council that can be viewed by the public at any time.**

Please contact the council if the information you have provided in your application is incorrect or changes.

## 12. Applicant's Declaration

If the applicant is a company or owner's association, this section must be signed in accordance with s127 of the Corporations Act 2001.

I,

apply for consent to carry out the activity described in this application. I declare that all the information supplied is true and correct.

I also understand that:

if incomplete, the application will not be accepted, and that

more information may be requested to enable the proper consideration of the application.

Applicant Signature

Date

## 13. How to lodge this application

### Lodge the application by either of the following methods:

Post	General Manager, Ku-ring-gai Council, Locked Bag 1006, Gordon NSW 2072
Courier or personal delivery	Council Chambers, 818 Pacific Highway, Gordon NSW 2072
Hours	Lodging an application, Monday to Friday, 8:30am - 5:00pm
Contacting Council	Tel: (02) 9424 0000 Fax: (02) 9424 0001 Email: <a href="mailto:kmc@kmc.nsw.gov.au">kmc@kmc.nsw.gov.au</a> Web: <a href="http://www.kmc.nsw.gov.au">www.kmc.nsw.gov.au</a>
Fees	Fees are based on Council's adopted schedule of fees.
Payment methods	You may pay by cash, eftpos or cheque. Make cheques payable to 'Ku-ring-gai Council'. Please do not send cash in the mail.

### Transport and Parking:

Bus or Rail	The Council is located within five minutes walking distance from Gordon train station. From the station, head west up via St Johns Ave to the Pacific Highway. Turn right and walk to the end of the block along the Pacific Highway. Cross the Pacific Highway at the lights and walk right to Council Chambers.
Parking	Some short-term Visitor Parking spaces are available on site behind the Council Chambers in Radford Place. A lift is accessible from within the building on level one. This lift is accessible to people using wheelchairs via a ramp. Limited on-street parking is also available in nearby streets.
Accessible Parking	Radford Place, behind Council Chambers, provides parking spaces for people with disabilities. These spaces are adjacent to the accessible ramp to Level 1 and lift which may be taken to the Customer Service Counter on Level 4 and the Pacific Highway main entrance.

## 14. Specifications

### Engage in a Trade or Business on Community Land

This guide provides you with information to enable you to identify the plans and supporting documentation you will need to provide.

**Council will not accept your application if you fail to provide all relevant documentation.**

### General requirements

#### Application form

The application form requires you to answer specific questions and provides you with prompts to provide other information that is required for the assessment of the application. All questions must be answered and other information requested must be submitted.

#### Standards of Documents

The plans and documents must be accurate and legible. Any misleading details may result in the refusal of the application.

#### The Plans shall:

- have dimensions in metric
- be to a scale of 1:100 or other readily legible scale
- show the subject site, all other Council park furniture, planters, signs, power poles, lighting and trees/shrubs and the area proposed for the activity
- show the dimensions of the area proposed to be used and the dimension for unobstructed pedestrian access
- show all public utilities that may be located within the proposed area of use
- indicate location and direction of focus of any lighting associated with the activity.

#### Supporting material and documentation

- The Public Liability Insurance policy to be provided shall cover the outdoor dining use and include Ku-ring-gai Council on the policy so that Council is indemnified for claims arising from the use of the outdoor dining facility
- Submit photographs of any pre-existing damage to footways in the proposed area of use
- Provide details of how the proposed use is in the public interest
- Provide details as to the slope and surface conditions of the area proposed to be used and how the area is appropriate for the intended use
- Provide details of the proposed method of covering any waste and materials to prevent materials from being blown out so the environment is protected from litter
- Show how the placement of the materials will not impact on the view of traffic and advisory signs.