



# Application to Place Goods on or Overhang Footpath

Section 68, Local Government Act 1993

No:.....

818 Pacific Highway, Gordon NSW 2072 / Locked Bag 1006, Gordon NSW 2072  
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## About this form

Use this form to apply for consent to:

- **Expose any article (whether for sale or otherwise) on or overhang footway outside shop window or door**

**Note:** Items for purchase must be from within shop – not on the footpath. Goods on display must be consistent with goods for sale within the premises. Alcoholic, intoxicating liquor, tobacco, flammable goods, medicines or drugs will not be permitted on a footpath.

## Documentation

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

You should also refer to Council's 'Outdoor Dining & Footpath Trading' Policy.

## Other approvals

Your proposal may also require other approvals.

## Lodgement & fees

Please follow the instructions on Page 5.

## Any questions?

Phone Customer Services on (02) 9424 0000, or call in to Council (see Page 5).

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

Title: Mr  Mrs  Miss  Ms  Other  .....

Name: .....  
Surname Given Names

Company name: .....

ABN: .....

Postal address:.....Post code: .....

Phone (B) (...) ..... Fax (...).....

Phone (H) (...) ..... Mobile phone .....

E-mail .....

Name of Registered charity/Non-Profit Organisation .....

## 2. Location of the property *This will help us to correctly identify the land.*

Unit, shop or suite: ..... Street No:..... Street:.....

Suburb: .....

### 3. Type of Activity

- |   |   |
|---|---|
| <input type="checkbox"/> Place goods on footpath          | <input type="checkbox"/> Food and/or beverage – fresh i.e. perishable |
| <input type="checkbox"/> Place display stand on footpath  | <input type="checkbox"/> Food and/or beverage – packaged              |
| <input type="checkbox"/> Place brochure stand on footpath | <input type="checkbox"/> Clothing                                     |
| <input type="checkbox"/> Hang display from awning         | <input type="checkbox"/> Flowers                                      |
| <input type="checkbox"/> Hang goods from awning           | <input type="checkbox"/> Brochures/flyers                             |
| <input type="checkbox"/> Street stall                     | <input type="checkbox"/> Stock  |
| <input type="checkbox"/> Other                            | <input type="checkbox"/> Books/Toys/Clothes, Plants                   |
|   | <input type="checkbox"/> Other  |

### 4. Site Plan

Scale 1:100. Attach plan if insufficient space provided

### 5. Public Liability

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

### 6. Period of Use

From...../...../.....to...../...../.....

### 7. Hours of Use

- |               |                         |
|---------------|-------------------------|
| 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 |

## 8. Display Goods

Proposed Display	No. of items	Dimensions	Material	Height above Footpath
Goods				N/A
Display Stand				N/A
Brochure Stand				N/A
Hanging Display				
Hanging Goods				
Table				
Clothes rack				

## 9. Signatures

### The owner(s) of the land where works are to be undertaken.

If you are not the owner of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Land and Water Conservation must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Further, we waive the requirements of Section 193 of the Local Government Act 1993 regarding notice of entry by Council and instead consent to Ku-ring-gai Council's authorised person entering the premises, without first giving notice, for the purpose of carrying out all or any inspections which it may deem necessary and appropriate in connection with the assessment, processing and determination of this Application for the property and in connection with any inspections required.

Signature:	Signature:
Name:	Name:
Date:	Date:
Address of owner if not the same as applicant:	

### The applicant or the applicant's agent must sign the application.

Signature:	In what capacity are you signing if you are not the applicant:
Name, if you are not the applicant:	Date:

## 10. 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.

## 11. 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 works 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: .....

## 12. How to lodge this application

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

**Post**

General Manager  
Ku-ring-gai Council  
Locked Bag 1056  
Pymble NSW 2073

**Courier or personal delivery**

Council Chambers  
818 Pacific Highway  
Gordon NSW 2072

**Contacting Council:**

**Phone:** (02) 9424 0000

**Fax:** (02) 9424 0001

**TTY:** 133 677

**Email:** [kmc@kmc.nsw.gov.au](mailto:kmc@kmc.nsw.gov.au)

**Web:** [www.kmc.nsw.gov.au](http://www.kmc.nsw.gov.au)

**Hours:**

**Lodging an application**

Monday to Friday, 8:30am – 5:00pm

**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.

## Use Footpath to Display Merchandise

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 Documentation

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

#### The Plans shall

- Show the subject site, adjoining properties, the kerb, all other Council street furniture, planters, signs, power poles and trees/shrubs and the area proposed for the activity.
- Show the dimensions of the length of the subject site, the width of the footpath, the area proposed to be used and have a clear 1.8 metre pedestrian access.
- Show the grade of the footpath.
- Have all dimensions in metric.
- Be to a scale of 1:100 or other legible scale.
- Show all public utilities that may be located within the proposed area of use.
- Show the location of any proposed lighting and direction of focus for the display.

#### Supporting material and documentation

- The Public Liability Insurance policy for the sum of \$20 million per each claim to be provided. The policy shall cover the display activity and include Ku-ring-gai Council on the policy as an interested party so that Council is indemnified for claims arising from the use of the display activity.
- Provide details of any pre-existing damage to Council's Infrastructure at time of application.
- Brochure, photographs or sketch plan if the furniture is to be fabricated, of proposed racks, display stands, tables, hanging mechanism detailing materials, dimensions and colours.
- Photograph of the front of the subject site and adjoining premises.
- Submission of a letter confirming the use is associated with a Registered Charity or Non-Profit Organisation to Council with the application where applicable.
- Submission of a letter of acceptance from the Manager of the business the applicant wishes to set up the stall in front of.
- If the merchandise being displayed, i.e. pot plants, is likely to have water containing nutrients seep from the pots, a drip tray of sufficient depth to collect the water is to be provided under the pots.

#### Statement of environmental effects

Provide details of how the use is in the public interest.

- Provide proof of how the slope/grade of the footpath and surface is appropriate for the use and will not be detrimental to the public.
- In the event a clear 1.8 metre pedestrian access is not able to be achieved provide details of how reasonable access will be achieved.