

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Application to Display Goods or Advertising Boards on a Footpath General Local Law 2017 and Footpath Trading Code

This permit has an annual fee of \$115.00 per square metre.

There are some hard words in this form. The hard words are in **blue**. You can read what the words mean on page 3.

Business trading name:				
Person responsible:				
Postal address:			Postcode	
Phone number: Work:		Mobile:		
Email address:				
Address where items will be displayed:				
			Postcode	
Type of Goods or Advertising Board you want to put on the footpath: _____				

How much space do you need?				
Length: _____ Width: _____				

Insurance: please attach a copy of insurance	
Insurer name: _____	
Policy number: _____	Policy expiry date: ____/____/____
Sum insured: (minimum \$20 million public liability insurance) _____	

Signature: _____	Date: ____/____/____
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Office Use Only:	
Reference Number: LL/PP _____	Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Eftpos
Amount Paid: \$ _____	Receipt Number: _____ Receipt Date: ____/____/____

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Rules for Displaying Goods on Footpath

This permit relies on the permit holder meeting all of these rules and any other [statutory obligation](#) associated with the activity.

General

1. You must pay for a permit for a full year.
2. You must provide Council a copy of your public liability insurance.
3. The permit must be renewed by 30 June each year.
4. You must put all tables, chairs, advertising signs, food displays, screens and planter boxes on the kerbside of the footpath. This is the side closest to the road. You must leave a gap of 75 centimetres from the kerb.
5. You must leave a gap of 1.8 metres on the footpath. This is space for people to walk.
6. People who do not follow these rules can have the permit cancelled or items taken away. They can also get a \$100 on the spot fine or be ordered to the Magistrates Court.
7. You must put all items away at the end of each day.
8. Council can refuse or cancel any application.
9. Any tables, chairs, advertising signs, food displays, screens or planter boxes must not reduce the appearance of the street.
10. You must make sure there are no loud noises on the footpath.
 - No loud speakers
 - No live music (band).
11. Make sure people can get to bus or tram stops, fire hydrants, crossings, bins, seats and post boxes
12. You must use opposite colours on your signs. For example, a white sign with black writing. This helps people with a vision impairment. You must follow the rules about signs.

A Frames

An A Frame is a sign. It can go on the footpath.

1. Your sign can be 1 metre high and 60 centimetres wide. Your sign can be smaller too.
2. Your sign must be outside your shop only
3. Your sign can be on the footpath when your shop is open
4. You can have two (2) signs

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Displays (Goods / Food)

1. Goods - you can display items for sale. Displays can be 1.2 metres high and 75 centimetres wide. Your display must be outside your shop.
2. Foods - there are different rules for food displays. Your food display can be 2.1 metres high, 2 metres wide and 1 metre deep.
3. Do not keep anything next to or under the displays.
4. The display unit must be the right type. This means it must be suitable for what you put in it or on it. For example, fresh food or packaged food.
5. The wheels on the display must not ruin the footpath.

Tables / Chairs / Umbrellas

1. You need a screen or planter box between the road and the chairs. For example, a café with chairs on the footpath.
2. You can have an umbrella. There must be at least 2.1 metres between the ground and the start of the umbrella
3. You must clean up rubbish from the footpath. Do not sweep rubbish into the gutter.
4. You must not cook, make or heat up any food or drink on the footpath.
5. You are in charge of your customers. You must make sure they do not block the footpath.

Screen / Planter Boxes / Display Units

1. Screens and planter boxes can be 1 metre high and 1.8 metres wide
2. You must have a space between a screen or planter box. The space must be 75 centimetres. There must be 75 centimetres between your screen and the business next door. There must be 1.5 metres access for pedestrians
3. You can have 4 planter boxes. You must look after the plants and boxes.

Hard Words:

Statutory Obligation: A required course of action to which a person is morally or legally bound.

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Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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