

Occasional Footpath Trading Application Form



Please ensure that you have read and understood all **terms and conditions** to this activity before completing this form.

HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (*) are mandatory and must be completed before submitting the application.

SECTION 1: APPLICANT DETAILS

Title	First name(s)*	Website/Other
Family name*		Email address*
Postal address*		
Suburb*		Permit Holder Title First name(s)*
State*	Postcode*	Family name*
Contact telephone number*		

SECTION 2: Activity details

Activity description including what product or service will be sold*

Activity date*	Activity time*	Activity location*	Bump in time*	Bump out time*

Will you require an outdoor dining area in association with your activity?*

Yes No

SECTION 3: Social, economic and environmental benefit

Will there be any social, economic or environmental benefits to Parramatta?

SECTION 4: Supporting documentation

I have supplied the following supporting documents:

Site plan (to scale)

Examples of furniture or stalls to be used

SECTION 5: TERMS & CONDITIONS - OCCASIONAL FOOTPATH TRAD - MUST READ AND SIGN

General

- Any organisation or person applying to conduct occasional footpath trading must nominate a permit holder.
- The permit holder must be available as the point of contact to Council, should it be required.
- The sale of discounted items is not permitted unless otherwise approved under special consideration.
- All approvals to use the footpath for trading must relate to a clearly identified community activity, celebration, seasonal change or special event.
- A-frames or other portable signs are prohibited, unless otherwise approved under special consideration.
- If food is to be given or sold as part of the activity, it must be safe and suitable in accordance with the provisions of the NSW Food Act (2003), Food Regulation (2010) and Food Standards Code.
- At least seven days prior to the trading timeframe, the permit holder must collect the permit at Council offices, 126 Church Street, Parramatta NSW 2150.
- The permit holder must retain the permit at all times in easy access for public inspection.
- The permit will not be issued until payment is received in full.
- Cancellation of a permit occurs immediately when:
 - Any of these Terms and Condition is breached;
 - Any special written condition of the permit is breached;
 - Refusal to follow the direction of an Authorised Council Officer;
 - Should Council identify any misrepresentation in the application. Cancellation of a previous permit may be taken into account in future requests by the organisation and associated individuals.
- The Local Government Act (1993) gives Council the power to assign special conditions to any permit to undertake activity in a public domain. Such conditions will be specified in written approvals and/or permit granted by Council.
- Authorised Council Officers, Community Safety Officers or emergency services may require an activity to cease at any time. The activity may be required to cease if it is deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The

activity must comply immediately to any request to suspend, relocate or cease the activity or permit.

- All trading furniture and equipment must be removed at the close of trade, unless otherwise approved under special consideration.

Location

- Occasional footpath trading must occupy not more than the total length of the shopfront. The trading area that impacts access or obstructs views to neighbouring businesses will be prohibited.

Date and times

- Occasional footpath trading must be conducted within the approved times nominated on the permit.
- Occasional footpath trading permits will only be granted for fourteen continuous days or less, unless approved under special consideration.

Impact on amenity

- Amplification is prohibited.
- Any activity which creates offensive noise, as defined by the Protection of the Environment Operations Act (1997) is prohibited.
- The vendor must ensure that the display site is inviting, clean and safe.
- Occasional footpath trading must use high quality stand or tables for display. Cardboard boxes and other such containers are not acceptable.
- Spruiking and touting on the footpath is prohibited.

Access

- Occasional footpath trading must maintain a minimum clearance of 1.8 meters between the placement of products on footpaths/public areas and the building or the curb line
- Occasional footpath trading must maintain a minimum clearance of 1.8 meters for areas with high pedestrian traffic.
- Occasional footpath trading must maintain a clearance of at least 2 meters from building corners at vehicular crossings, arcade entries, streets or lanes.
- Occasional footpath trading must maintain a minimum 1 meter clearance from the curb line.

- The permit holder must ensure that the footpath display does not obstruct shop access during business hours, bus stops, fire exits, street furniture, roads and residential access.

Waste

- All waste must be cleared from the trading area by the permit holder and public bins must not be used for commercial waste.
- Any waste, including liquid, generated by footpath trading must be removed from site and disposed of in a proper way. It must not be swept into gutters or nearby areas.

Risk

- Products must be displayed in compliance with usual public health and safety regulations.
- The applicant will be held responsible for remediating any damage the activity, staff or patrons cause to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.

Signature*

SECTION 6: Declaration

I declare that the information that I have provided in this application is true and correct. If granted a Permit, I agree to comply with the conditions of use in association with that permit including but not limited to:

- a. I have read and understood the terms and conditions outlined for this activity;
- b. I will abide by the conditions outlined in the permit issued to me;
- c. I will notify City of Parramatta if my performance changes significantly;
- d. I will make my permit available for inspection by an authorised officer of Council upon request and follow any lawful direction issued by that officer;
- e. I will notify City of Parramatta of any changes to my contact details;
- f. I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- g. I will agree that all permits are non-refundable. I acknowledge that information found to be false in support of this application will result in my permit being cancelled.

Applicant name*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.

LODGING THIS APPLICATION

You can lodge the complete application form and supporting documents:

By email: Please submit saved application and supporting documents to streetactivity@cityofparramatta.nsw.gov.au

In person: City of Parramatta, 126 Church Street, Parramatta NSW 2150