

Occasional Footpath Trading

Guidelines



**CITY OF
PARRAMATTA**

A vibrant outdoor market scene. In the foreground, several hanging plants are suspended from a dark canopy. One plant has small green leaves and a white tag, while another has small orange flowers. Below them, a plant with large, variegated leaves in shades of green, yellow, and red is visible. In the background, a person in a pink and white patterned shirt and light blue pants is walking. To the right, another person in a grey patterned vest and blue jeans is walking. A table covered with a brown cloth is also visible. The overall atmosphere is lively and colorful.

Occasional business
footpath trading
can add excitement
and invigorate our
retail streets.

OVERVIEW



City of Parramatta seeks to promote a lively and activated street culture and encourages activities that contribute to the vibrancy of the public domain. Local established businesses are invited to trade on a temporary basis immediately outside their premises in order to celebrate a change of season, holidays, special days of the year, commencement or completion of sports competitions, or during local community events and to coincide with other promotional opportunities.

It is also acknowledged that in a competitive environment, these activities should be regulated for equity and fairness to all existing business owners. Further, any activity held in the public domain must comply with Council's guiding principles to ensure it is consistent with the City's vision.

PURPOSE OF THIS GUIDE

This Guide has been created to encourage and manage high quality street activity including occasional street trading that can complement existing community, retail and commercial activities, and balance the needs of local residents and the public.

It also seeks to maintain and enhance the character, heritage, ambience and safety of the public domain, enriching both the community and visitor experience.

OBJECTIVES

- Allow businesses to trade on the footpath for a temporary or short term basis within the city centre and surrounding local centres.
- To inject vitality and variety into the street environment through the expansion of permitted activities within public streets.
- To protect existing levels of public comfort and safety from the adverse impact of street trading activities by adequately addressing potential risk management issues.
- To support events, celebrations and special days in the city's calendar.

WHERE DOES THIS GUIDE APPLY?

This Guide applies to public space across the Parramatta Local Government Area, including but not limited to public streets, footpaths, laneways, malls, squares, plazas and car parks.

This Guide does not apply to parks or reserves located across the Parramatta Local Government Area.

GUIDELINES



DEFINITIONS

'Occasional footpath trading' refers to the temporary and limited occupation of the footpath or public domain to sell or display goods that support events, celebrations or special days relating to either the place or the business.

HOW TO APPLY

- Visit cityofparramatta.nsw.gov.au/street-activity and see the User Guides, Application Forms, Terms and Conditions and other important information for an application form, a list of terms and conditions and other important information.
- Complete the occasional footpath trading application form and all required supporting documentation.
- The application form and supporting documentation must be received at least six weeks prior to the intended commencement date.
- Allow four weeks for an assessment of application.
- Approvals and other correspondence will be issued via email. In the event of an unsuccessful application Council may, at its discretion, provide feedback to assist future submissions.

PERMIT AND FEES

Any permit issued will allow for a continuous fourteen day period and the use of the nominated location in the public domain.

Current fees for Occasional Footpath Trading can be found at cityofparramatta.nsw.gov.au/street-activity and follow the link to Fees and Charges.

Please note that these fees may be adjusted according to Council's Schedule of Fees and Charges.

INSURANCE

All street and footpath trading applications should provide evidence of current public liability insurance with a minimum cover of \$10,000,000.

City of Parramatta Council must be named as an additional third party insured under the policy for its respective rights and interests.



PRINCIPLES

Council's decision to approve a permit for this activity will be based on the following five guiding principles. Council will refer to these principles in the decision-making process to ensure each application conforms to the Policy and is assessed fairly, consistently and appropriately.

Appropriate location

- Council seeks occasional footpath trading in an appropriate location in order to promote economic growth, cultural benefits and social integration while still appreciating the needs of local businesses, adjoining properties and other users of the public domain.
- The activity should contribute positively to an area's retail environment and sense of place and character.
- Occasional footpath trading can be an extension of the area's current activities and services or may align with community events, cultural and sporting celebrations.

Engaging and high quality

- Council supports original and creative occasional footpath trading that encourages community participation, is innovative or distinct, adds to the life of the place and offers a connection to our rich cultural surroundings.
- The activity should aim to engage with the surrounding public domain and people.

Safety and accessibility

- Occasional footpath trading should be delivered without compromising the safety of people or places.
- Occasional footpath trading should ensure that responsible and appropriate measures are in place to minimise risk and danger.
- Occasional footpath trading should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

PRINCIPLES CONTINUED

Public amenity

- Occasional footpath trading should be designed to create a safe atmosphere for the community and never compromise public amenity.
- Occasional footpath trading should add to, rather than disrupt the community's engagement with the public domain.
- Occasional footpath trading must be set up in a way that ensures unimpeded pedestrian access, and maintain a public area that is remains attractive and clean.

Management and operations

- Council will approve occasional footpath trading that demonstrate sound management practices such as timeliness, reliability and professionalism.
- Any proposed activity should consider operational matters such as but not limited to, safety, traffic, noise, waste and access before, during and after each activity.

TERMS & CONDITIONS



As a permit holder, your understanding of your responsibilities and the community's expectation is important.

Please ensure you have read and understood the terms and conditions. Please visit cityofparramatta.nsw.gov.au/street-activity and download the relevant Application Form for your activity, with the Terms and Conditions attached.

The Local Government Act gives Council the power to assign special terms and conditions to any permit issued for an activity in the public domain. These conditions will be specified in any written approval or permit granted by Council.

MORE INFORMATION

For more information about Occasional Footpath Trading in the Parramatta LGA please visit cityofparramatta.nsw.gov.au or call **9806 5050**.

CITY OF PARRAMATTA
STREET ACTIVITY POLICY

cityofparramatta.nsw.gov.au