

Retail Trading in Public Footpaths & Spaces

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*

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

What goods will you be selling?*: Greengrocer goods Floristry products
Any other products, use the 'occasional footpath trading form'.

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 - RETAIL TRADING IN PUBLIC FOOTPATHS AND SPACES - MUST READ AND SIGN

General

- Any organisation or person applying for retail trading must nominate a permit holder.
- The permit holder must be available as the point of contact to Council, should it be required.
- Retail trading is restricted to the sale of fresh produce, greengrocery and floristry products on the footpath.
- The sale of discounted items is not permitted unless otherwise approved under special consideration.
- A-frames or other portable signs are prohibited, unless otherwise approved under special consideration.
- Retail trading must use high quality stands or tables for display. Cardboard boxes and other such containers are not acceptable.
- Products displayed shall ensure that the public domain is inviting, clean and a safe place.
- At least seven days prior to the event timeframe, the permit holder must collect the permit at Council offices, 126 Church Street, Parramatta. The permit holder must retain copy of the permit and conditions 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

- Retail trading must occupy no more than the total length of the shop front and the trading area must respect access and views to neighbouring businesses.

Date and times

- Retail trading permits will only be granted for twelve months or less, unless approved by Council under special consideration.

Impact on amenity

- Amplification is prohibited.
- Any retail activity which creates offensive noise, as defined by the Protection of the Environment Operations Act (1997) is prohibited.
- Spruiking and touting by staff on the footpath is prohibited.
- All businesses must control and prevent any adverse impact on the amenity of the centre arising from the emission of noise, smell and appearance of the premises.

Access

- Retail trading must maintain a minimum clearance of 1.8 meters between the placement of products on footpaths/public areas and the building.
 - Retail trading must maintain a minimum 1 meter clearance from the curb line.
 - Retail trading must not obstruct any pedestrian or traffic signals and ensure traffic safety.
 - Any footpath display must be positioned to ensure free and safe access for pedestrians along any footpath or thoroughfares.
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- The applicant or permit holder must ensure that the footpath display does not obstruct immediate or surrounding shop access during business hours, bus stops, fire exits, street furniture, roads and residential access.
- Products are to be displayed in a manner that does not interfere with the vision of drivers entering or leaving the area.

Waste

- All waste must be cleared from the trading area by the applicant or 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 the gutters or adjacent areas.

Signature*

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.
- Any form of cabling must be covered with proper cable protectors to avoid hazards.

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 by not limited to:

- I have read and understood the terms and conditions outlined for this activity;
- I will abide by the conditions outlined in the permit issued to me;
- I will notify City of Parramatta if my performance changes significantly;
- 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;
- I will notify City of Parramatta of any changes to my contact details;
- I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- 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