



# **FOOTPATH TRADING POLICY**

## **2005**

## Contents

|      |  |    |
|------|--|----|
| 1.0  | General Principles & Background.                     | 3  |
| 2.0  | Specific Principles - Footpath Trading Policy.       | 4  |
| 3.0  | Definitions.   | 4  |
| 4.0  | Locational strategies and footpath width.            | 5  |
| 4.1  | Footpaths 4000 mm or wider                           | 5  |
| 4.2  | Footpaths from 3500 to 4000 mm wide.                 | 5  |
| 4.3  | Footpaths from 2.5 to 3.4 metres wide.               | 6  |
| 4.4  | Footpaths less than 2500 mm wide.                    | 6  |
| 4.5  | Use of Prows/extended footpaths                      | 6  |
| 4.6  | Recessed shopfronts/buildings                        | 7  |
| 4.7  | Other siting requirements                            | 7  |
| 5.0  | Outdoor Dining.                                      | 9  |
| 5.1  | Operators Responsibilities                           | 9  |
| 5.2  | Furniture & Fittings.                                | 10 |
| 6.0  | Goods on Footpaths                                   | 12 |
| 7.0  | Signs on Footpaths                                   | 13 |
| 8.0  | Other Obstructions                                   | 14 |
| 8.1  | Obstructions   | 14 |
| 8.2  | Planter Boxes  | 14 |
| 8.3  | Temporary Charity Events/sausage sizzles.            | 15 |
| 9.0  | Council & Public Authorities Responsibilities.       | 16 |
| 9.1  | Maintenance of Footpaths.                            | 16 |
| 9.2  | Activities of Service Authorities.                   | 16 |
| 9.3  | Compensation for loss of trade.                      | 16 |
| 9.4  | Inspection.  | 16 |
| 9.5  | Revocation/suspension/modification.                  | 17 |
| 10.0 | Applying for a Permit.                               | 18 |
| 10.1 | Information to be provided.                          | 18 |
| 10.2 | Decision Guidelines.                                 | 19 |
| 11.0 | Fees   | 20 |
| 12.0 | Enforcement.   | 20 |
| 13.0 | Technical Standards for Permanent Screen Structures. | 21 |
|      | Appendix A - Indemnity Form                          | 22 |

## 1.0 General Principles & Background.

- 1.1 Bayside City Council is required to provide and manage a safe environment throughout the municipality for all pedestrians. This is achieved through the provision and maintenance of continuous accessible paths of travel along accessways for all people on all footpaths.
- 1.2 In managing footpaths local government has responsibility to manage activities and environmental factors that have an impact on footpaths by regulating trading activities, linkages with public transport and the interface between footpaths, gardens and the natural environment.
- 1.3 Safe pedestrian access is the primary purposes of all footpaths.
- 1.4 Other activities such as trading, advertising and street events are secondary.  
This Policy has been developed on the basis of this distinction.
- 1.5 This Policy aims to enable equity of access for all as defined in the Commonwealth Disability Discrimination Act (1992) (The DDA). Footpaths fall within the DDA definition of premises and are intended to enable access to required community facilities.
- 1.6 The key to an effective, accessible pedestrian system throughout the built environment is the provision and maintenance of accessways. The accessway should generally extend from the building or property line to provide a consistent footpath environment inclusive of the needs of all including older people and people with disabilities.
- 1.7 As a general principle with accessways at the property line, all street furniture, infrastructure, signs, trader's activities and displays should be located towards the kerb side, not along the building or property line.
- 1.8 This policy has been developed using the following principles:
  - 1.8.1 Council will provide and manage clear, safe and unobstructed access at all times for pedestrians of all abilities on municipal footpaths in accordance with local government's statutory responsibilities.
  - 1.8.2 Everyone has the right take part in community activities.
  - 1.8.3 The built environment will be accessible to all.
  - 1.8.4 The Footpath Policy will be simple and user friendly.

## 2.0 Specific Principles - Footpath Trading Policy.

- 2.1 Footpath activity must make a positive contribution to the character and amenity of the area and surrounding residential areas.
- 2.2 Council supports the long-term viability and sustainability of a range of retail and business formats including strip and neighbourhood shopping precincts.
- 2.3 Planning for all footpath use and activities is based on the establishment of Footpath Zones.
- 2.4 Where permanent structures are proposed for any footpath area within the City, high standards of design are the starting point for the assessment of any such proposal.

## 3.0 Definitions.

The following definitions apply to any form of footpath trading proposed within the City and includes outdoor eating facilities, goods on footpaths and signs.

- 3.1 Accessway:  
An accessway is "an uninterrupted path of travel to or within a building, providing access to all required faculties.
- 3.2 The Trading Activity Zone:  
The Trading Activity Zone is that area of the footpath where signs, goods, café furniture and ancillary items may be placed and where other permitted street activities may take place.
- 3.3 The Kerbside Zone:  
A buffer from the kerb to allow for access to and from parked vehicles.

## 4.0 Locational strategies and footpath width.

### 4.1 Footpaths 4000 mm or wider

In order to provide a clear and consistently unobstructed Accessway for pedestrians, the footpath is divided into three zones.

- 4.1.1 The Accessway: extends from the building line or shopfront of premises for a minimum of 2000 mm. No items may extend into this zone at any time including items overhead below a height of 2200 mm.
- 4.1.2 The Trading Activity Zone: the only area of the footpath where goods, café furniture and ancillary items may be placed. Where premises are adjacent to an intersection the trading activity zone must not extend past the building/property line.
- 4.1.3 The Kerbside Zone: minimum of 600 mm buffer from the kerb to allow for access to and from parked vehicles including at loading zones. Where there is a disabled parking bay the setback from the kerb will be at least 1500 mm.
- 4.1.4 No items may be placed in either the Accessway or the Kerbside Zone.

### 4.2 Footpaths from 3500 to 4000 mm wide

To provide a clear Accessway for pedestrians, the footpath is divided into three zones.

- 4.2.1 The Accessway: extends from the building line or shopfront of premises for a minimum of 1800 mm. No items may extend into this zone at any time including items overhead below a height of 2200 mm.
- 4.2.2 The Trading Activity Zone: the only area of the footpath where goods, café furniture and ancillary items may be placed, subject to this policy. Where premises are adjacent to an intersection the Trading Activity Zone must not extend past the building line into the intersection.
- 4.2.3 The Kerbside Zone: a minimum of 500mm buffer from the kerb to allow for access to and from parked vehicles including at loading zones. Where there is a disabled parking bay the setback from the kerb will be at least 1500 mm.
- 4.2.4 No items may be placed in either the Accessway or the Kerbside Zone.

### **4.3 Footpaths from 2.5 to 3.4 metres wide**

To provide a clear Accessway for pedestrians, the footpath is divided into three zones.

- 4.3.1 The Accessway: extends from the building line or shopfront of premises for a minimum of 1500 mm. No items may extend into this zone at any time including items overhead below a height of 2200 mm.
- 4.3.2 The Trading Activity Zone: the only area of the footpath where goods, café furniture and ancillary items, subject to this policy, may be placed. Where premises are adjacent to an intersection the Trading Activity Zone must not extend past the building line.
- 4.3.3 The Kerbside Zone: a minimum of 400 mm buffer from the kerb to allow for access to and from parked vehicles. Where there is a disabled parking bay the setback from the kerb will be at least 1500 mm. Where there is a loading zone the setback from the kerb will be at least 600 mm.
- 4.3.4 No items may be placed in either the Accessway Zone (Accessway) or the Kerbside Zone.

### **4.4 Footpaths less than 2500 mm wide.**

In order to facilitate appropriate pedestrian accessway, footpaths of less than 2500 mm cannot be used for outdoor dining or placement of articles.

### **4.5 Use of Prows/extended footpaths**

In a number of activity centres, Council have extended the footpath into the roadway to provide either traffic management measures by emphasising pedestrian priority or as part of an overall urban design plan for the centre.

- 4.5.1 The Accessway: extends from the building line or shopfront of premises for a minimum of 1800 mm. No items may extend into this zone at any time including items overhead below a height of 2200 mm.

- 4.5.2 The Trading Activity Zone: the only area of the footpath where goods, café furniture and ancillary items may be placed. Where premises are adjacent to an intersection the Trading Activity Zone must not extend past the building/property line.
- 4.5.3 The Kerbside Zone: a minimum of 600 mm buffer from the kerb to allow for access to and from parked vehicles including at loading zones. Where there is a disabled parking bay the setback from the kerb will be at least 1500 mm.
- 4.5.4 No items may be placed in either the Accessway or the Kerbside Zone.

#### **4.6 Recessed shopfronts/buildings**

Throughout the city a number of circumstances exist in which the shopfront or building is setback from the front title boundary.

Trading activity may occur in the building recess, but must not extend beyond the title boundary onto the footpath.

#### **4.7 Other siting requirements**

- 4.7.1 A set back of 500 mm is required from each side boundary of a premise to ensure access points from the footpath to the road are available between each premise.
- 4.7.2 Where a premise exceeds 12 metres of frontage then a break of 1.0 metres shall be provided the satisfaction of Council at an appropriate point to allow access to the accessway zone. In considering the location of a break in the trading activity the Council shall have regard to the car parking spaces provided on the road and the location of any other infrastructure within the road reserve.
- 4.7.3 Any footpath trading activity may only be outside the premises to which it relate and must be contained within the property line, with the required setback from the property line of 500 mm on each side to allow for access.
- 4.7.4 Where a footpath trading activity is proposed in close proximity to a mid- block pedestrian crossing the location of the footpath trading activity shall provide separation from any such crossing and ensure sight lines for pedestrians are protected.
- 4.7.5 Where a trading activity is proposed adjacent to car parking spaces designated for people with disabilities a kerbside zone of up to 1500mm will be required.

- 4.7.6 Services such as gas power water and telecommunications should not be covered or obstructed by any permanent structures.
- 4.7.7 Unless exceptional circumstances apply, trading activity (including any outdoor eating facility) shall be placed so it is not within 1000mm of any Council seat, rubbish bin or other item of street furniture.
- 4.7.8 All setback for goods, tables & chairs and signs where parking bay may be obstructed must comply with the Australian Standards AS 2980.5 - 1993 for "on street parking".
- 4.7.9 The placement of signs, goods or tables and chairs in a kerb extension area can only be approved by Councils Traffic Engineer.



## 5.0 Outdoor Dining.

### 5.1 Operators Responsibilities

- 5.1.1 Restaurant & Café furniture and associated ancillary items will only be permitted at premises, which are registered as such under the Food Act 1984 to serve food and/or beverages.
- 5.1.2 Under exceptional circumstances Council may allow table and chairs to be placed outside non-registered premises. Applicants will need to demonstrate to Council why it is necessary for such a facility.
- 5.1.3 The permit holder is responsible for the conduct of patrons at tables and chairs in the outdoor seating area and must;
- ensure that patrons do not move tables and chairs from their positions and obstruct the accessway;
  - ensure that patrons do not allow pets, prams or any other personal items to obstruct the accessway and,
  - Serving of food and beverages to patrons standing on the footpath within the accessway is not permitted.
- 5.1.4 Council may place a condition on a permit requiring a permit holder to place signs in the outdoor seating area, regarding 5.1.3.
- 5.1.5 A trader must supply each table outside with a wind-proof ashtray at all times.  
Traders are responsible for cigarette ash, butts and any other litter generated by patrons of their footpath dining areas.
- 5.1.6 Serving staff at outdoor eating facilities should facilitate free access by pedestrians and give all pedestrians priority right of way.
- 5.1.7 Each operator is responsible for maintaining the outdoor eating area. A permit may be cancelled or suspended if instances of littering, untidiness or failure to maintain the accessway are noted.
- 5.1.8 Items which are placed on the footpath must be stable and of a design approved by Council and not able to damage the footpath.
- 5.1.9 Items placed on the footpath must be maintained by the licensee in an acceptable manner to the satisfaction of the Council.

- 5.1.10 Tables and chairs should contrast with their background to assist people with vision impairment.
- 5.1.11 Traders will be responsible for reimbursing Council for any reinstatement works as a result of damage to footpaths or street fixtures and furniture.
- 5.1.12 Any premises where alcohol is served or consumed on the footpath must have its liquor licence endorsed with the footpath as part of the “licensed area” on the liquor licence for that premise.
- 5.1.13 The permit holder must provide to Council satisfactory evidence of current public liability insurance and be for an amount of not less than \$10,000,000.00 for any single occurrence. Any permit issued will be on the basis that the policy will stay current for the life period of the permit.
- 5.1.14 The permit holder must provide an indemnity in a form suitable to Council against loss or damage. (See Appendix A)

## 5.2 Furniture & Fittings

- 5.2.1 No sound amplification equipment, or like equipment may be erected or utilised in the outdoor seating area to protect the amenity of the area
- 5.2.2 No live entertainment is permitted without the written permission of Council.
- 5.2.3 All outdoor heaters in the footpath trading zone must be licensed as part of a permit and covered by traders’ public liability insurance. Conditions recommended by the Australian Office of Gas Safety will apply to any approval to place heaters on the footpath. —  
—
- 5.2.4 Umbrellas may only be placed in the Trading Activity Zone. —
- 5.2.5 Where umbrellas are allowed they must be 2200 mm high at the lowest point other than the centre pole and must not protrude over the kerb. When it is raining water from large umbrellas should be discharged outside the accessway.
- 5.2.6 Where Council approved, umbrellas must be secured in a manner approved by Council. Applications for approval for other than a lock-in device should be clearly nominated on the application.
- 5.2.7. Screens or screening devices may be placed where there are tables and chairs for safety reasons.

- 5.2.8 Where an application proposes to suspend any fixture or fitting from the underside of a verandah or a building (such as lights or heaters) the fixture or fitting shall be fixed in accordance with the appropriate engineering standards and shall have a minimum clearance of 2.4 metres above the Trading Activity Zone. Outside the business hours of the premises with which they are associated, any fixture or fitting that is retractable must be retracted.
- 5.2.9 Advertising signage on temporary windbreaks or umbrellas must comply with the Planning Scheme to identify the operator of the business.
- 5.2.10 No advertising shall be permissible on permanent screens other than the name of the premises.
- 5.2.11 Permanent Screens: Refer to Section 13 of this policy.
- 5.2.12 Council may if the circumstances arise require a marker to be paced in the footpath to clearly designate the Trading Activity Zone.

## 6.0 Goods on Footpaths

- 6.1 In order to provide a consistent accessway zone, goods and displays may only be displayed in the Trading Activity Zone of the footpath.
- 6.2 Goods may only be in place during normal or authorised trading hours, and must not be placed on a footpath prior to 7.00AM each trading day and remain on the footpath after 11.00PM on each trading day.
- 6.3 Goods (except furniture) must be displayed on stable stands approved by Council that are able to withstand adverse weather conditions. Stands must be secured in a manner, which ensures that adverse weather conditions will not create a risk for pedestrians, property and passing traffic. Stands and goods must not cause any damage to the footpath.
- 6.4 Goods or displays will not be permitted where access to a loading zone or disabled parking bay will be impeded. (1500 mm from the kerb) —
- 6.5 Goods or displays will not be permitted where they will cause difficulty to pedestrians and people exiting or accessing parked vehicles or the footpath. —
- 6.6 Goods displays will not be allowed to exceed a height of 1500 mm. —
- 6.7 Stands and displays should contrast with their background to assist people with vision impairment. —
- 6.8 Goods displays will not be permitted to overhang either the kerb zone or accessway. —
- 6.9 Full-length shop awnings to protect goods located in the Trading Activity Zone shall be nominated on any application and shall be securely fixed by an appropriate means to the ground. —
- 6.10 The permit applicant must provide to Council satisfactory evidence of current public liability insurance and be for an amount of not less than \$10,000,000.00 for any single occurrence. Any permit issued will be on the basis that the policy will stay current for the life period of the permit. —

## 7.0 Signs on Footpaths

- 7.1 All permitted signs are to be secured in place by a means that is not reliant on, or physically tied to any Council infrastructure; includes seats, poles, trees, etc. The means by which these signs are to be secured must not extend beyond the circumference of the permitted sign and must be of a type approved by Council. Any securing device is to be removed with the sign in accordance with permitted display times.
- 7.2 Inflatable signs, portable electric signs, illuminated, revolving, spinning or flashing signs, flags and banners are prohibited.
- 7.3 Signs must only be placed in the Trading Activity Zone.
- 7.4 Signs must only be in place during normal trading hours.
- 7.5 Signs on footpath must be secured by Council approved method or the Authorised Officer's discretion.
- 7.6 An advertising sign must not exceed 600 mm in width or 1200 mm in height.  
A 12-month moratorium will be provided for current permit signs, which exceed these dimensions.
- 7.7 The maximum number of signs permitted is one per 10m of shop front, with a maximum of 1 per premises.
- 7.8 The permit holder must provide to Council satisfactory evidence of current public liability insurance and be for an amount of not less than \$10,000,000.00 for any single occurrence. Any permit issued will be on the basis that the policy will stay current for the life period of the permit.
- 7.9 Advertising signs should have a contrasting colour to their background to assist people with a vision impairment.
- 7.10 All signs on footpath must comply with Schedule 1.57 of this Local Law.

## 8.0 Other Obstructions

### 8.1 Obstructions

- 8.1.1 Any application for the placing of any other obstruction, fixture fitting or equipment that would not fit within the definition of sign, goods or outdoor eating facility shall be nominated on an application form and the applicant shall demonstrate compliance with this policy prior to any approval being issued.
- 8.1.2 Any obstruction shall be placed only within the Trading Activity Zone.
- 8.1.3 The fee applicable shall be determined by the Council depending upon the nature of the occupation sought.
- 8.1.4 The permit applicant must provide to Council satisfactory evidence of current public liability insurance and be for an amount of not less than \$10,000,000.00 for any single occurrence. Any permit issued will be on the basis that the policy will stay current for the life period of the permit.

### 8.2 Planter Boxes

- 8.2.1 Planter boxes will only be allowed in the Trading Activity Zone.
- 8.2.2 Planter boxes shall have a maximum height of 1000mm. including the plant.
- 8.2.3 Planter Boxes must provide a positive contribution to the visual amenity of the street. Permits for planter boxes require that they be well maintained with healthy plants. Planter boxes will be removed where they are not adequately maintained.
- 8.2.4 Permission may be given for placement in the Trading Activity Zone of:
  - Temporary Planters - must be brought in during non-trading hours.
  - Permanent Planters – must be of solid design and be consistent with the adopted urban design theme for the activity centre.
- 8.2.5 Permanent planters may not be used as enclosures without written consent from Councils Infrastructure Division and must be placed so as to cause no obstruction to street cleaning vehicles.

8.2.6 The permit applicant must provide to Council satisfactory evidence of current public liability insurance and be for an amount of not less than \$10,000,000.00 for any single occurrence. Any permit issued will be on the basis that the policy will stay current for the life period of the permit.

### **8.3 Temporary Charity Events/sausage sizzles.**

It is not intended that this policy apply to charity events and /or sausage sizzles.

However in conducting such events that the trading activity zone as defined will be the area of the footpath for the conduct of these activities

## **9.0 Council & Public Authorities Responsibilities.**

### **9.1 Maintenance of Footpaths.**

Council will continue to manage the use of footpaths at all times and reserves the right to reclaim access to and remove all footpath trading at any time for any purpose. Council will endeavour to provide adequate notice to any license holder.

Except where permanent structures have been installed Council will continue to maintain a regime of repair and reinstatement of footpaths and furniture.

### **9.2 Activities of Service Authorities.**

Council is not able to provide notification of any action of a service authority that is likely to interrupt or affect the use of footpaths for trading activities. Council where it is the authority required to carry out any works will generally give notice to affected traders.

Council will request that service authorities give under their adopted customer charters adequate notice of street works but Council is not able to give guarantees that such notice will be provided.

### **9.3 Compensation for loss of trade.**

Where any service authority are required to carry out works within the road reserve which requires the removal and/or alteration to the footpath trading arrangements, no compensation will be payable for any loss of trade experienced during and after the works.

### **9.4 Inspection.**

Council will make regular inspection of areas that have been authorised for footpath trading.

An Authorised or Delegated officer will give direction to any permit holder in respect to compliance with the permit or activity authorised. Failure to respond to a lawful direction will result in enforcement action being taken. See Section 12.0 of this Policy.



## **9.5 Revocation/suspension/modification.**

The Council may suspend, revoke, amend, relocate or otherwise modify any permit it issues, subject only to the appeals process outlined in this local law. Council must give any permit holder 14 days' notice of its intention to suspend or revoke amend, relocate or otherwise modify any permit. If such action is taken by Council the permit holder or any other person shall not be entitled to any payment compensation or damages of any kind.

## 10.0 Applying for a Permit.

### 10.1 Information to be provided.

To obtain a permit, applicants need to:

- 10.1.1 Complete and sign the Street Trading Activity application.
- 10.1.2 Provide a site plan drawn to scale that shows dimensions of proposed kerbside café, goods display etc and
- 10.1.3 Indicate setbacks from shop frontage, kerb and site boundaries and any existing elements, for example, tree, light pole, rubbish bin, public transport shelters, etc.
- 10.1.4 Provide a photograph(s) of the area at the front of the shop/premises where it is proposed to undertake the footpath trading activity. —
- 10.1.5 Provide a Certificate of Currency in relation to a public liability policy of insurance, insuring against liability for the death of or injury to any person or damage to any property arising out of the display that will be authorised by the licence, which lists; —
  - a) A minimum of \$10 million in public liability
  - b) The insured (including situation of risk)
  - c) The Company insuring you
  - d) Expiry Date
  - e) Policy Number.
- 10.1.6 Provide an indemnity in a form similar to that in Appendix A of this Policy

## 10.2 Decision Guidelines

10.2.1 Council reserves the right to reject any application made for footpath trading.

10.2.2 In addition to any matters set out above in considering whether to grant a permit for an outdoor eating facility the Council or an Authorised or Delegated Officer will consider:

- 1) How the proposal meets the general and specific principles of this policy.
- 2) The effect on pedestrian flow and safety
- 3) The impact on the appearance of the street and its surroundings.
- 4) The design and standard of any permanent structures proposed.
- 5) Any impact on trading generally within the area.
- 6) Any impact likely to be caused to nearby residential properties
- 7) The hours of operation of the facility/use and how it relates to the use of the adjacent land.
- 8) Whether approval has been granted for advertising or other forms of trading activities for the premises.
- 9) The effect on vehicular flows and traffic safety.
- 10) Whether it is complementary to the business plan for the activity centre.
- 11) Whether the conditions of any previous approval have been complied with.
- 12) Whether the proposal will under any circumstances be detrimental to the amenity of the area, including residential amenity.

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—

## 11.0 Fees

Council sets its fees and charges each year as part of the Council budget/estimate process.

The current fees are available on request.

Traders and permit applicants should note that permanent structures attract a separate fee than that established for non-permanent footpath trading activities.

## 12.0 Enforcement.

- 12.1 Upon detection of a breach of the Local Law, Footpath Trading Policy or a specific permit condition, Council may in any order issue:
  - 12.1.1 a verbal warning.
  - 12.1.2 a written Notice to Comply – a first and final warning with time limit for compliance.
  - 12.1.3 an infringement Notice of \$100 – a fine for non-compliance with the above notice.
  - 12.1.4 further fines or permit suspensions for a minimum period of 3 months and/ or prosecution.
- 12.2 Council may impound any items on the footpath that do not comply with Local Laws, this Policy and any conditions placed on a permit. Guidelines for the exercise of the power of impounding are included in this local law.
- 12.3 Incidents of non-compliance will be noted on a trader's file and will be taken into consideration in delivering an appropriate penalty at a later date should further incidents of non-compliance be noted.
- 12.4 Second and subsequent fines will be issued without additional warning for further acts of non-compliance.
- 12.5 Traders will be required to sign a form acknowledging that they understand the enforcement protocol and its implications before each licence renewal.

## 13.0 Technical Standards for Permanent Screen Structures.

The following standards shall apply to permanent screen structures:

- 13.1 Screens are manufactured of laminated glass 1.5m in height with a minimum thickness of 10.38mm.
- 13.2 The screens shall not exceed 1500mm in height.
- 13.3 The screens shall have a minimum clearance of 200mm from the footpath surface.
- 13.4 Screens shall not have a return length of more than 2000mm.
- 13.5 Glass screens must be certified by a structural engineer in relation to fixing and impact loads
- 13.6 Glass may be frosted or have a screen print pattern to a height of 500mm above pavement level otherwise the glass shall be clear. —
- 13.7 A safety screen print pattern shall be provided at a height of approximately 700mm above pavement level. —
- 13.8 No commercial advertising shall be permitted on the screens other than the name or logo of the café/restaurant.
- 13.9 Support Poles to be a minimum 48mm diameter extruded aluminium and finished in a clear anodised coating or such other colour that may be approved. Consideration will be given to any adopted urban design policy of the Council in approving non-standard fixtures and fittings.
- 13.10 The base of any screen is to be constructed of cast aluminium, and affixed in a location so that the screen is located in accordance with the siting requirements of this Policy.
- 13.11 The screens shall be regularly cleaned and maintained by the operator of the premises and if damaged shall be replaced within 24 hours of any damage that may cause risk to public safety otherwise within one week of the damage occurring.
- 13.12 Any graffiti shall be removed within 24 hours.
- 13.14 Any retractable awning that forms part of a permanent screen is to be retracted except in inclement weather.

## Appendix A - Indemnity Form

### BAYSIDE CITY COUNCIL

This section to be completed by the Permit Holder or their authorised representative

#### FORM OF INDEMNITY

I, \_\_\_\_\_ (Name of the Person)  
of \_\_\_\_\_ (Address of Person)  
in the State of Victoria  
holding the position of \_\_\_\_\_ (Role or Position in Business)  
in the business named \_\_\_\_\_ (Business Name)  
with ABN or ACN \_\_\_\_\_ (Australian Business or Company Number)  
of \_\_\_\_\_ (Business Address)  
for which business I am duly authorised to sign this indemnity,  
in consideration of the Permit for  
( nature of the permit)  
on the Footpath or Road  
being granted to \_\_\_\_\_ (Name of Person or  
Incorporated Business Name on the Permit)

(referred to as "the Permit Holder") HEREBY COVENANTS with BAYSIDE CITY COUNCIL (hereinafter referred to as "the Council") that unless caused by a breach of statutory duty or common law by the Bayside City Council or any of its officers, agents, employees or contractors, the Permit Holder agrees to indemnify the Council and keep the Council indemnified from and against all and any damage, loss, cost or liability incurred or suffered by any person as a result of the Permit Holder's failure to comply with any conditions of the Permit granted by the Council, or any other failure to comply with any relevant law, lawful duty or obligation giving rise to any damage, loss, cost or liability incurred or suffered by any person as a result of or in any way associated with the exercise of this Permit.

SIGNED SEALED AND DELIVERED by

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Sign)

\_\_\_\_\_  
(Print Position)

\_\_\_\_\_  
(Date)

in Victoria in the presence of:

\_\_\_\_\_  
(Print Witness Name)

\_\_\_\_\_  
(Witness Sign & Date)