



Footpath Trading Policy 2018

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Contents

1.	Introduction.....	4
2.	General principles	4
3.	Definitions.....	5
3.1	Pedestrian zone	5
3.2	Trading zone	5
3.3	Kerb zone.....	5
3.4	Goods and goods displays	5
3.5	Alfresco dining.....	5
4.	Location strategies and footpath width	6
4.1	Footpaths less than 2.5m wide.....	6
4.2	Footpaths from 2.5m to 3.5m wide.....	6
4.3	Footpaths from 3.5m to 4m wide	6
4.4	Footpaths 4m or wider.....	7
4.5	Use of prows/extended footpaths.....	7
4.6	Recessed shopfronts/buildings	8
4.7	Other siting requirements	8
5.	Outdoor dining.....	9
5.1	Operators' responsibilities	9
5.2	Furniture and fittings	10
6.	Goods on footpaths	11
7.	Signs on footpaths.....	12
8.	Other obstructions	12
8.1	Obstructions	12
8.2	Planter boxes	13
8.3	Café blinds	13
8.4	Temporary barbeques and sausage sizzles.....	13
8.5	Technical standards for permanent screen structures	14
9.	General.....	15
9.1	Maintenance of footpaths.....	15
9.2	Activities of service authorities	15
9.3	Compensation for loss of trade	15
9.4	Inspection.....	15
9.5	Revocation/suspension/modification	16
10.	Applying for a permit.....	16
10.1	Information to be provided	16
10.2	Transfer of permit.....	16

10.3 Decision guidelines 17

11. Fees..... 17

12. Enforcement 18

Appendix 1: Indemnity form.....

Appendix 2: Fees.....

Appendix 3: Impoundment.....

1. Introduction

- 1.1 Bayside City Council is required to provide and manage a safe environment throughout the municipality for all pedestrians. This is achieved by provision and maintenance of continuous accessible paths of travel along pedestrian zones for all people on all footpaths.
- 1.2 Local government manages activities and environment factors that have an impact on footpaths by regulating trading activities, links with public transport, and the common boundaries of footpaths, gardens and the natural environment.
- 1.3 Safe pedestrian access is the primary purpose 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 equal access for all as defined in the *Disability Discrimination Act 1992 (DDA)*. Footpaths are 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 pedestrian zones. The pedestrian zone should generally extend from the building or property line to provide a consistent footpath for all, including older people and people with disabilities.
- 1.7 All street furniture, infrastructure, signs, traders' activities and displays should be placed on the kerb side of the pedestrian zone, not along the building or property line.

2. General principles

- 2.1 This policy has been developed using the following principles:
 - 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.
 - Everyone has the right take part in community activities.
 - The built environment will be accessible to all.
 - The *Footpath Trading Policy* will be simple and user-friendly.
- 2.2 Footpath activity must make a positive contribution to the character and amenity of the area and surrounding residential areas.
- 2.3 Council supports the long-term viability and sustainability of a range of retail and business formats including strip and neighbourhood shopping precincts.

- 2.4 From time to time Council will adopt policies that will allow or not allow footpath trading activities. Where a policy is adopted that restricts certain types of trading, that business-centre policy will take precedence over this policy.
- 2.5 Planning for all footpath use and activity is based on the establishment of footpath zones.
- 2.6 When permanent structures are proposed for any footpath area within the municipality, high standards of design are the starting point for the assessment of the proposal.
- 2.7 The permit holder must provide Council evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the policy will be current for the period of the permit. Any permit issued will be valid only while the public liability insurance is current.

3. Definitions

3.1 Pedestrian zone

The pedestrian zone is 'an uninterrupted path of travel to or within a building, providing access to all required facilities'. Refer Diagram 1.

3.2 Trading zone

The trading zone is the area of the footpath where signs, goods, café furniture and ancillary items may be placed and where other permitted street activities may take place. Refer Diagram 1.

3.3 Kerb zone

The kerb zone is a buffer from the kerb to allow for access to and from parked vehicles. Refer Diagram 1.

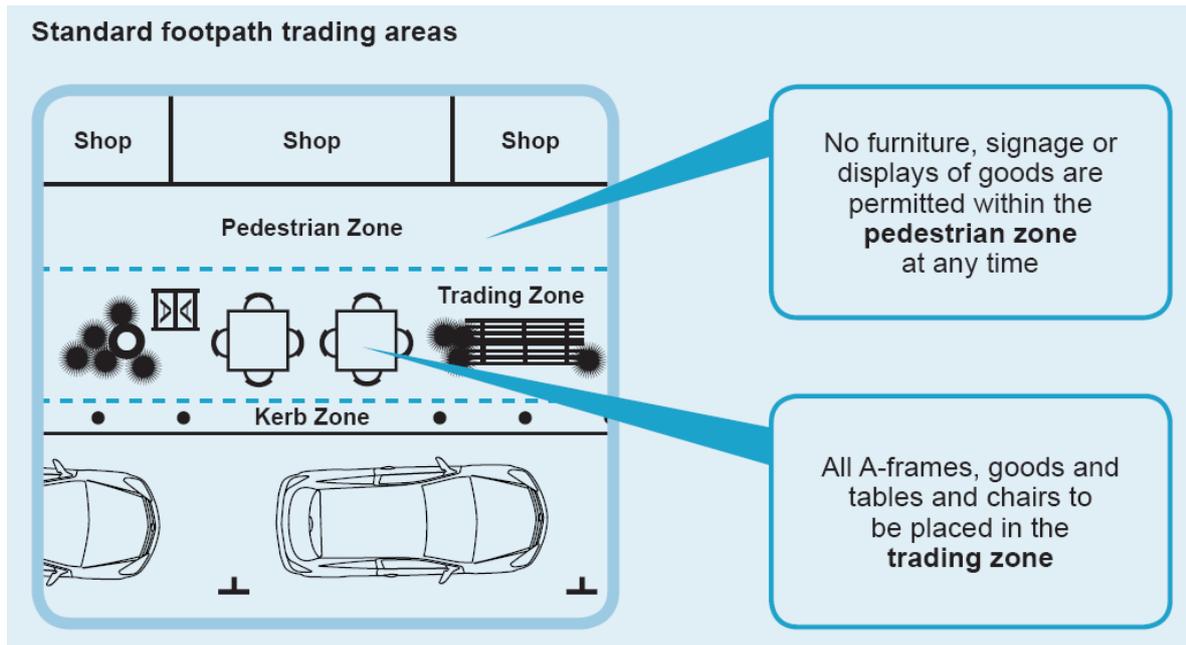
3.4 Goods and goods displays

Means items or services that are offered for sale, and includes ancillary items, merchandise, stock, racks, fixtures, fittings and tables for display purposes.

3.5 Alfresco dining

Means tables, chairs, umbrellas, menu boards, planter boxes, wind barriers and blinds, and any other items authorised by Council and endorsed on a plan of the site.

Diagram 1



4. Location strategies and footpath width

4.1 Footpaths less than 2.5m wide

To provide an adequate-sized pedestrian zone, footpaths of less than 2.5m cannot be used for outdoor dining or placement of objects.

4.2 Footpaths from 2.5m to 3.5m wide

To provide a clear pedestrian zone, the footpath is divided into three zones.

4.2.1 **Pedestrian zone:** extends from the building line or shopfront for a minimum of 1.5m. No items may extend into this zone at any time. Items overhead cannot extend below a height of 2.2m.

4.2.2 **Trading 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 zone must not extend past the building line.

4.2.3 **Kerb zone:** a minimum of 400mm buffer from the kerb to allow for access to and from parked vehicles; 1.5m where there is a disabled parking bay; and 600mm where there is a loading zone.

No items may be placed in the pedestrian zone or the kerb zone.

4.3 Footpaths from 3.5m to 4m wide

To provide a clear pedestrian zone, the footpath is divided into three zones.

- 4.3.1 **Pedestrian zone:** extends from the building line or shopfront for a minimum of 1800mm. No items may extend into this zone at any time. Items overhead cannot extend below a height of 2.2m.
- 4.3.2 **Trading 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 zone must not extend past the building line into the intersection.
- 4.3.3 **Kerb zone:** a minimum of 500mm buffer from the kerb to allow for access to and from parked vehicles including at loading zones, and at least 1.5m where there is a disabled parking bay.

No items may be placed in the pedestrian zone or the kerb zone.

4.4 Footpaths 4m or wider

To provide a clear pedestrian zone, the footpath is divided into three zones.

- 4.4.1 **Pedestrian zone:** extends from the building line or shopfront for a minimum of 2m. No items may extend into this zone at any time. Items overhead cannot extend below a height of 2.2m.
- 4.4.2 **Trading 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 zone must not extend past the building/property line.
- 4.4.3 **Kerb zone:** a minimum of 600mm buffer from the kerb to allow for access to and from parked vehicles including at loading zones, and at least 1.5m where there is a disabled parking bay.

No items may be placed in the pedestrian zone or the kerb zone.

4.5 Use of prows/extended footpaths

In a number of activity centres, Council has 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 **Pedestrian zone:** extends from the building line or shopfront for a minimum of 1.8m. No items may extend into this zone at any time. Items overhead cannot extend below a height of 2.2m.
- 4.5.2 **Trading 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 zone must not extend past the building/property line.
- 4.5.3 **Kerb zone:** a minimum of 600mm buffer from the kerb to allow for access to and from parked vehicles including at loading zones, and at least 1.5m where there is a disabled parking bay.

No items may be placed in the pedestrian zone or the kerb zone.

4.6 Recessed shopfronts/buildings

Throughout the municipality a number of circumstances exist in which the shopfront or building is set back from the front title boundary.

Trading activity may occur in the area between the building and title boundary if it complies with the Bayside Planning Scheme and does not extend beyond the title boundary onto the footpath.

4.7 Other siting requirements

- 4.7.1 A setback of 500mm is required at each side boundary of a property to allow access from the footpath to the road, between each property.
- 4.7.2 Where a property exceeds 12m of frontage then a break of 1m shall be provided to the satisfaction of Council at an appropriate point to allow access to the pedestrian zone. In considering the location of a break in the trading zone, Council will consider the car parking spaces on the road and the location of any other infrastructure.
- 4.7.3 Any footpath trading activity may be outside only the premises to which it relates and contained within the property line, with setback from the property line of 500mm on each side to allow for access.
- 4.7.4 Where a footpath trading activity is proposed near a mid-block pedestrian crossing, the location of the activity shall provide separation from the crossing and ensure sight lines for pedestrians are protected (usually a minimum of 2 metres is required).
- 4.7.5 The outdoor trading or seating arrangements must not interfere with front and rear doors of public buses. Up to a 2 metre clearance within the front and rear of buses/zones allows adequate clearance for passengers to embark/disembark to/from buses safely.
- 4.7.6 Where a trading activity is proposed adjacent to car parking spaces designated for people with disabilities, a kerb zone of up to 1.5m will be required.
- 4.7.7 Services such as gas, power, water and telecommunications should not be covered or obstructed by any permanent structures.
- 4.7.8 Unless exceptional circumstances apply, trading activities (including outdoor eating facilities) will not be placed within 1m of any Council seat, rubbish bin, or other item of street furniture.
- 4.7.9 The placement of signs, goods, tables or chairs in a kerb extension area can only be approved by Bayside City Council's Traffic Engineer.

5. Outdoor dining

5.1 Operators' responsibilities

- 5.1.1 Restaurant and café furniture and associated ancillary items are permitted at only premises registered to serve food and/or beverages under the *Food Act 1984*.
- 5.1.2 In exceptional circumstances Council may allow tables and chairs to be placed outside non-registered premises. Applicants need to demonstrate to Council why the tables and chairs are necessary.
- 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 pedestrian zone
 - ensure that patrons do not create any obstruction to the pedestrian zone, including pets, prams, or other personal items
 - not serve food and beverages to patrons standing on the footpath within the pedestrian zone
 - ensure patrons do not consume food or beverages within the pedestrian zone.
- 5.1.4 Regarding 5.1.3, Council may place a condition on a permit requiring a permit holder to place signs in the outdoor seating area.
- 5.1.5 Traders are responsible for all litter generated by patrons using their footpath dining areas. A trader must comply with the Tobacco Act 1987, on outdoor dining areas.
- 5.1.6 Serving staff at outdoor eating facilities should give pedestrians right of way.
- 5.1.7 Each operator is responsible for maintaining the outdoor eating area. A permit may be cancelled or suspended if littering, untidiness, or failure to maintain the pedestrian zone is noted.
- 5.1.8 Items placed on the footpath must be stable, of a design approved by Council, and not damage the footpath.
- 5.1.9 Items placed on the footpath must be maintained by the licensee to a standard acceptable to Council.
- 5.1.10 Traders will reimburse Council for any reinstatement work if found responsible for damage to footpaths, street fixtures and furniture.
- 5.1.11 Premises where alcohol is served or consumed on the footpath must have a liquor licence endorsed with the footpath as part of the 'licensed area'.

- 5.1.12 Businesses must not leave any goods, A-frame/s, tables and chairs on the footpath outside of their normal trading hours. Items must be removed when the business is closed.
- 5.1.13 The permit holder must provide Council with evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the insurance will be current for the period of the permit. Any permit issued is valid only while the public liability insurance is current.
- 5.1.14 The permit holder must provide indemnity against loss or damage in a form suitable to Council. (See Appendix 1.)

5.2 Furniture and fittings

- 5.2.1 No sound-amplification equipment or similar equipment may be erected or used in the outdoor seating area without first obtaining a separate local law permit.
- 5.2.2 No live entertainment is permitted without first obtaining a separate local law permit.
- 5.2.3 If patio heaters (which have a base on the footpath) are used, they must be located within the Trading Activity Zone, covered by the traders' public liability insurance and must be licensed as part of a permit.
 - 5.2.3.1.1 All outdoor heaters must comply with safety standards specified by the Energy Safe Victoria which may be obtained by telephoning Energy Safe Victoria on 1800 069 588 or from their website at www.esv.vic.gov.au
- 5.2.4 Umbrellas may be placed only in the trading zone.
- 5.2.5 Where umbrellas are permitted, they must be 2.2m high at the lowest point other than the centre pole and must not extend over the kerb. When raining, water run-off from large umbrellas should not fall into the pedestrian zone.
- 5.2.6 Umbrellas must be secured in a manner approved by Council. If requesting approval of umbrellas that do not have a lock-in device, clearly note this on the application form.
- 5.2.7. For safety reasons screens or screening devices may be placed where there are tables and chairs. The screens must be no higher than 1m high and must be secured in a position approved by Council. Details to be provided with permit application.
- 5.2.8 Where an applicant proposes to suspend a fixture or fitting (for example, lights or heaters) from the underside of a veranda or building, the fixture or fitting is to be attached in accordance with appropriate engineering standards and have a minimum clearance of 2.4m above the trading zone. Outside of operating hours of the business, fixtures or fittings that are retractable must be drawn in.

- 5.2.9 Advertising signage on temporary windbreaks or umbrellas must identify the operator of the business, in compliance with the Bayside Planning Scheme.
- 5.2.10 No advertising is permitted on permanent screens other than the name of the premises.
- 5.2.11 Permanent screens – see section 8.5.
- 5.2.12 Council may, if the circumstances arise, require a marker to be placed on the footpath to clearly designate the trading zone.
- 5.2.13 All moveable furniture and fittings must be removed from footpaths when the Bureau of Meteorology forecasts wind speeds in excess of 30 knots.

6. Goods on footpaths

- 6.1 In order to provide a pedestrian zone, goods and displays may be displayed only in the trading zone of the footpath.
- 6.2 Goods may be displayed in the trading zone only during normal or authorised trading hours, and must not be placed on a footpath prior to 7am each trading day or remain on the footpath after 11pm on each trading day.
- 6.3 Goods (except furniture) must be displayed on stable stands that are approved by Council and able to withstand adverse weather. Stands must be secured so that adverse weather will not create a risk for pedestrians, property, or passing traffic. Stands and goods must not damage footpaths.
- 6.4 Goods or displays are not permitted where access to a loading zone or disabled parking bay will be obstructed. (At least 1.5m from the kerb.)
- 6.5 Goods or displays are not permitted where they will cause difficulty to pedestrians and people exiting or entering parked vehicles or footpaths.
- 6.6 Goods displays cannot exceed a height of 1.5m.
- 6.7 Stands and displays should contrast with their background to assist people with vision impairment.
- 6.8 Goods displays cannot overhang the kerb zone or pedestrian zone.
- 6.9 Full-length shop awnings to protect goods located in the trading zone must be noted on any application. They must be securely attached to the ground by Council approved method.
- 6.10 The permit applicant must provide Council with evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the policy will be current for the period of the permit.

- 6.11 Food may be cooked or sold for immediate consumption from footways only if a separate permit has been obtained. (See section 8.4.)
- 6.12 All goods, displays and fittings must be removed from footways when the Bureau of Meteorology forecasts wind speeds in excess of 30 knots.

7. Signs on footpaths

- 7.1 All permitted signs are to be secured by a means that is not reliant on or physically tied to any Council infrastructure (e.g. seats, poles, trees.). The means by which these signs are secured must not extend beyond the circumference of the sign and must be of a type approved by Council. Signs and the securing devices are to be removed in accordance with permitted display times.
- 7.2 Inflatable signs, portable electric signs, illuminated, revolving, spinning or flashing signs, flags, tear drop signs, and banners are prohibited.
- 7.3 Signs can be placed only in the trading zone and directly adjacent to the business they are advertising.
- 7.4 Signs must be in place only during normal trading hours.
- 7.5 Signs on footpaths must be secured by Council-approved method.
- 7.6 An advertising sign must not exceed 900mm in width or 1m in height.
- 7.7 The maximum number of signs permitted is one per premises.
- 7.8 The permit holder must provide Council with evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the policy will be current for the period of the permit. Any permit issued will be valid only while the public liability insurance is current.
- 7.9 All signs must be removed from footways when the Bureau of Meteorology forecasts wind speeds in excess of 30 knots.

8. Other obstructions

8.1 Obstructions

- 8.1.1 Request for placement of any other obstruction, fixture, fitting or equipment that is not within the definition of sign, goods, or outdoor eating facility, is to be noted on an application form and the applicant is to demonstrate compliance with this policy before approval is issued.
- 8.1.2 Any obstruction can be placed only within the trading zone.

- 8.1.3 The fee applicable will be determined by Council depending on the obstruction.
- 8.1.4 The permit applicant must provide Council with evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the policy will be current for the period of the permit. Any permit issued will be valid only while the public liability insurance is current.

8.2 Planter boxes

- 8.2.1 Planter boxes are permitted only in the trading zone.
- 8.2.2 Planter boxes including plant must not exceed 1m in height.
- 8.2.3 Planter boxes must provide a positive contribution to the visual amenity of the street. Permits for planter boxes specify that they are well maintained with healthy plants.
- 8.2.4 Permission can be sought for placement in the trading zone of:
- temporary planters – must be brought in during non-trading hours
 - permanent planters – must be of solid design and consistent with the design theme for the activity centre.
- 8.2.5 Permanent planters may not be used as enclosures without written consent from Council's Infrastructure Division and must not obstruct street-cleaning vehicles.
- 8.2.6 The permit applicant must provide Council with evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the policy will be current for the period of the permit. Any permit issued will be valid only while the public liability insurance is current.

8.3 Café blinds

- 8.3.1 Proposals for café blinds must be lodged with Council for approval and include a copy of the property plan showing measurements of blinds, distance from kerb and adjoining premises and detail the method to be used for attachment to the footpath.
- 8.3.2 An application under *Building Regulations 20018* (Council report and consent application form, non-siting matters) is required to be submitted to Council's Building Department for approval.
- 8.3.3 Café blinds must be retracted at the close of business each evening.

8.4 Temporary barbeques and sausage sizzles

- 8.4.1 Barbeques and sausage sizzles may be allowed adjacent to a butcher shop for trade purposes (by the proprietor). Permission may be given for placement of a barbeque in the trading zone once a month (maximum 12 a year)

- Portable barbeques – must be brought in during non-trading hours
- Permanent barbeques – are not permitted.

8.4.2 Barbeques and sausage sizzles may be allowed for charity and events adjacent a shop within the business zone or on Council-owned land. Permission must be obtained from the shop/business owner before an application is submitted. Permission may be given for placement of a barbeque in the trading zone. Council also have a number of permitted street stall sites for **community or charitable organisations** within Bayside City Council municipal boundaries

- Portable barbeques – must be brought in during non-trading hours
- Permanent barbeques – are not permitted.

8.4.3 Applications submitted for barbeques and sausage sizzles are referred to Council's Environmental Health Department for approval. Food-handling practices required by the Environmental Health Department are conditions of the permit.

8.4.4 The permit holder must provide Council with evidence of current public liability insurance that notes Council's interest and be for not less than \$10 million for any single occurrence. Any permit issued will be on the basis that the policy will be current for the period of the permit. Any permit issued will be valid only while the public liability insurance is current.

8.5 Technical standards for permanent screen structures

Permanent glass screens and supporting structures may be allowed. The following standards apply to permanent screen structures:

- 8.5.1 Consent from Council's Building Department must be obtained before a local law permit application is submitted for permanent glass screens and supporting structures.
- 8.5.2 Screens are made of laminated glass to a maximum height of 1.5m with a minimum thickness of 10.38mm.
- 8.5.3 The screens will have a minimum clearance of 200mm from the footpath surface.
- 8.5.4 Screens will not have a return length of more than 2m.
- 8.5.5 Strength and fastening of glass screens must be certified by a structural engineer.
- 8.5.6 Glass may be frosted or have a screen print pattern to a height of 500mm above pavement level. Above 500mm the glass is to be clear.
- 8.5.7 A safety screen print pattern is to be visible at a height of approximately 700mm above pavement level.
- 8.5.8 No commercial advertising is permitted on the screens other than the name or

logo of the café/restaurant.

- 8.5.9 Support poles to be a minimum 48mm diameter, made of extruded aluminium, and finished in a clear anodised coating. Other colours are subject to approval. Non-standard fixtures and fittings will be considered by Council in conjunction with relevant adopted urban design policies.
- 8.5.10 The base of screens are to be of cast aluminium and fastened so that the screen is positioned according to the siting requirements of this policy.
- 8.5.11 Design and construction of glass screens must conform to Australian Standards and Bayside City Council's recommendations.
- 8.5.12 Screens must be cleaned regularly and maintained by the operator of the premises. Screens are to be replaced within 24 hours of any damage that may cause risk to public safety, otherwise within one week of the damage occurring.
- 8.5.13 Graffiti is to be removed within 24 hours.

9. General

9.1 Maintenance of footpaths

Bayside City Council manages 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 endeavours to provide adequate notice to any licence-holder.

Except where permanent structures have been installed, Council will manage repairs and replacement of footpaths and furniture.

9.2 Activities of service authorities

Council is not able to provide notification of actions of service authorities that may interrupt or affect the use of footpaths for trading activities. When Council is the authority required to carry out works, it will give notice to affected traders where possible.

Council will request that service authorities give adequate notice of street works, but is not able to guarantee the notice will be provided.

9.3 Compensation for loss of trade

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

9.4 Inspection

Council will regularly inspect areas that have been granted footpath trading.

Authorised officers can give direction to permit holders regarding compliance with the permit. Failure to respond to a lawful direction can result in enforcement. See section 12.

9.5 Revocation/suspension/modification

Council may at its discretion suspend, revoke, amend, relocate or modify any permit it issues. If this action is taken, the permit holder or any other person will not be entitled to compensation or damages of any kind.

10. Applying for a permit

10.1 Information to be provided

To obtain a permit, applicants are to:

- 10.1.1 Complete and sign an application for Footpath Trading Permit.
- 10.1.2 Provide a site plan drawn to scale that shows dimensions of proposed kerb café, goods display, etc.
- 10.1.3 Indicate setbacks from shop frontage, kerb and site boundaries, and existing elements, e.g. tree, light pole, rubbish bin, public transport shelters, etc. A separate fee will be charged for requests to relocate Council furniture, e.g. seats, rubbish bins, etc.
- 10.1.4 Provide a photograph(s) of the area at the front of the shop/premises where planning to locate the footpath trading activity.
- 10.1.5 Contact Council's responsible officer for any new applications for alfresco dining, to arrange a time for the site to be inspected.
- 10.1.6 Provide a *Certificate of Currency* for a public liability insurance policy that covers death or injury of any person or damage to any property that could arise from the display that will be authorised by the permit. The certificate is to list:
 - a) Bayside City Council as an interested party
 - b) a minimum of \$10 million in public liability
 - c) the insured (including situation of risk)
 - d) the company insuring you
 - e) expiry date
 - f) policy number.
- 10.1.7 Provide indemnity in a form similar to Appendix 1.

10.2 Transfer of permit

A permit cannot be transferred without prior written approval from Bayside City Council.

- 10.2.1 A permit can be transferred from one proprietor to another, provided that the address of the premises is the same and there is no change to the approved permit. The new owner is required to complete an application form, signed indemnity, and provide a *Certificate of Currency*. The new owner is responsible for outstanding fees in relation to the permit and any monies that have been paid for the permit are to be reconciled between the vendor and purchaser at the time of settlement.

10.3 Decision guidelines

- 10.3.1 Council reserves the right to reject any application made for footpath trading.
- 10.3.2 In addition to matters set out above, when considering whether to grant a permit for an outdoor eating facility, Council considers:
- a) how the proposal meets the general and specific principles of this policy
 - b) effect on pedestrian flow and safety
 - c) impact on the appearance of the street and its surroundings
 - d) design and standard of any permanent structures proposed
 - e) any effects on general trading within the area
 - f) any possible effects to nearby residential properties
 - g) hours of operation of the facility/use, and how it relates to the use of the adjacent land
 - h) whether approval has been granted for advertising or other forms of trading activities for the premises
 - i) the effect on vehicle flow and traffic safety
 - j) whether it is complementary to the business plan for the activity centre
 - k) whether it complements Council's policy for the activity centre or precinct
 - l) whether the conditions of any previous approval have been complied with
 - m) whether the proposal will under any circumstances be detrimental to the amenity of the area, including residential amenity.

11. Fees and period of permits

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

Fees are charged on a pro-rata basis

The current fees are available on request.

Traders and permit applicants should note that permanent structures have a fee other than those for non-permanent footpath trading activities.

Unless otherwise specified on the permit, a permit will expire on 31 August each year except in those instances when it is withdrawn or revoked by an Authorised Officer prior to the expiry date.

A permit will be invalid if the permit holder fails to maintain public liability insurance, in accordance with this policy.

12. Refunds

- 12.1 No refunds on new applications / transfer fees
- 12.2 A pro-rata refund will be given in accordance with Councils Fees and Charges (less administration fee) if a permit is forfeited.

13. Enforcement

- 12.1 If a local law, the *Footpath Trading Policy*, or specific permit condition is breached, Council may issue:
 - a) a verbal warning
 - b) a *Notice to Comply* – a first and final written warning with time limit for compliance
 - c) an infringement notice – a fine for noncompliance with the *Notice to Comply*
 - d) further fines or permit suspensions for a minimum period of three months and/or prosecution.
- 12.2 Council may impound any items on the footpath that do not comply with local laws, this policy, or any conditions placed on a permit. See Appendix 3 for procedures for the impounding of outdoor trading items.
- 12.3 Incidents of noncompliance are noted on a trader's file and taken into consideration when determining penalties for additional/future breaches of compliance.
- 12.4 Second and subsequent fines will be issued without warning for further acts of noncompliance.
- 12.5 Incidents of noncompliance are taken into consideration when requests to modify a permit are submitted.

FORM OF INDEMNITY – COMPANIES AND INCORPORATED ASSOCIATIONS

This is a legally binding agreement.

This Indemnity is between **BAYSIDE CITY COUNCIL (Council)** and the company or incorporated association named

..... **(Organisation).**

It arises out of a proposal by Council to issue a permit to the Organisation under Council's Local Law No. 2 'Neighbourhood Amenity' – Part 7 Business & Builders.

The Organisation agrees that, in exchange for Council's issue of the permit under the Local Law, it will indemnify Council and keep Council indemnified against any and all liability (including liability and negligence) and any and all loss, damage, costs and expenses incurred by Council which arise out of anything done or omitted to be done by the Organisation in or on the area which is the subject of the permit.

SIGNED SEALED AND DELIVERED by)

(insert name))

for and on behalf of the Organisation in the)

presence of:)

.....

(Witness)

.....

(Date)

FORM OF INDEMNITY – INDIVIDUALS

This is a legally binding agreement.

	(Name of Guarantor)
	(Address)
	(Occupation)
	(Name of Organisation)

It is between **BAYSIDE CITY COUNCIL (Council)** and the person named above **(Guarantor)**. It arises out of an indemnity given by the company or incorporated association named above **(Organisation)** concerning the proposed issue of a permit to the Organisation under Council's Local Law No. 2 'Neighbourhood Amenity' – Part 7 Business & Builders.

The Guarantor agrees that, in exchange for Council issuing the permit under the Local Law, the Guarantor will pay and make good to Council on demand any loss, damage, costs and expenses incurred by Council as a result of the Organisation's refusal or failure to honour the indemnity given by it.

The Guarantor further agrees that any negligence or tolerance by Council in attempting to obtain payment or enforce the performance of the Organisation's indemnity will not release or, in any way affect, the Guarantor's liability under this agreement.

Finally, the Guarantor agrees that the guarantee given under this agreement is a continuing guarantee and that the Guarantor's liability will not be affected by any indulgence shown to the Organisation by Council.

SIGNED SEALED AND DELIVERED BY)

(Guarantor))

in the presence of:)

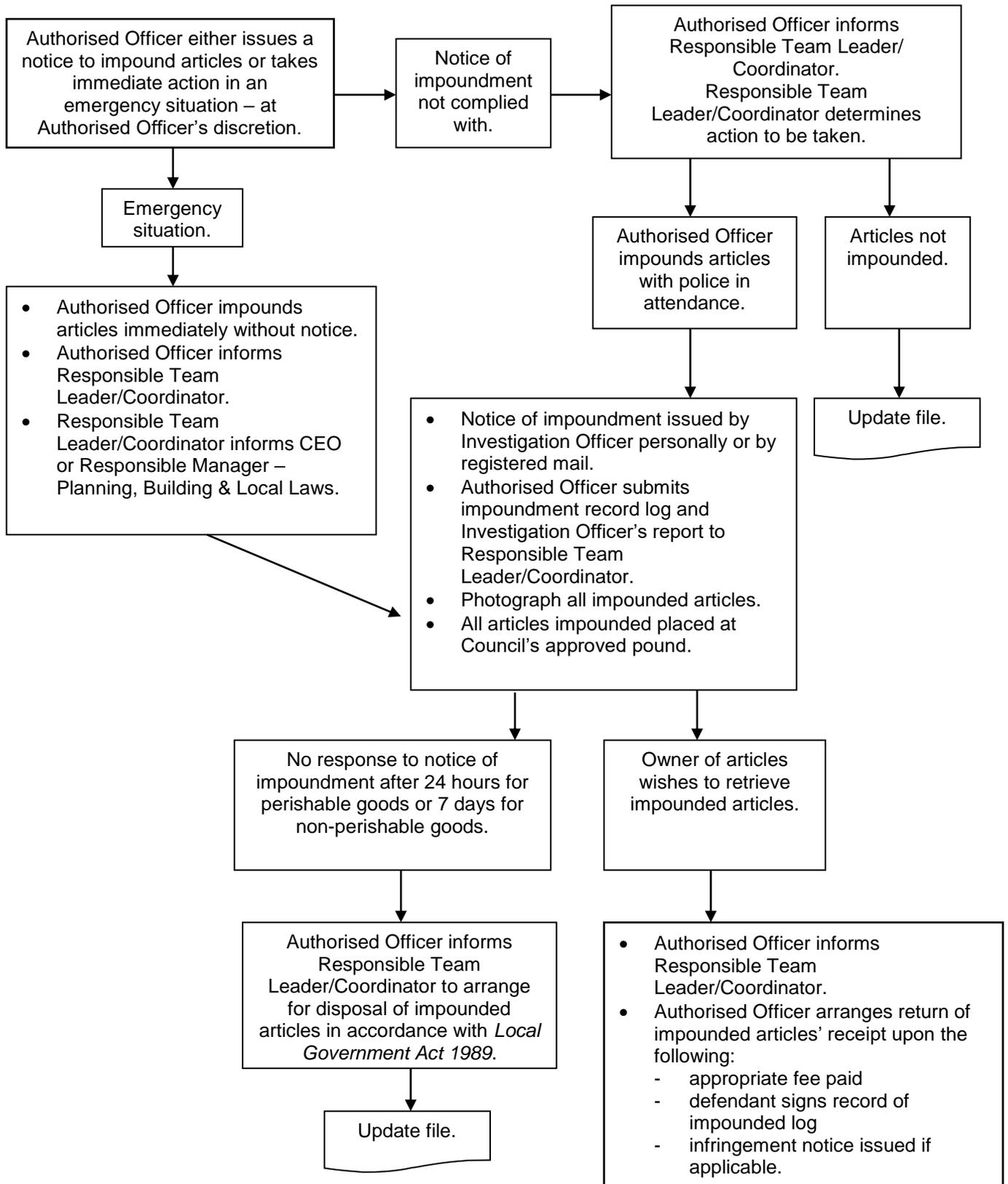
.....

(Witness)

.....

(Date)

Appendix 3: Impoundment



Street Furniture Relocation Request

Applicant

Name: _____ Date: ___/___/___

Address: _____

Phone: _____

Signature: _____

Furniture requested for relocation:

Please complete this section and provide a sketch of the location on the reverse of the form.

Location of furniture: _____

Reason for relocation: _____

Item type:

Bin(s) Seat(s) Bike Rack(s) Other: (specify)

Relocation approved by Bayside Council Urban Design:

All street furniture relocations require approval before proceeding. To receive approval, please email this form, completed to: enquiries@bayside.vic.gov.au, attn: Urban Design. If/when approved, the form will be returned to you for payment.

Signature of Urban Design Coordinator or Landscape Design Officer: _____

✂-----

Fee:

Note – payment not to be processed without Urban Design approval of relocation

Relocation of: bin/recycling bin (each receptacle, not pair)	per receptacle	\$250.00
Relocation of: bicycle hoop	per hoop	\$300.00
Relocation of: seat/bench	per seat / bench	\$300.00
Relocation of: ashtray/cigarette butt receptacle	per receptacle	\$200.00
Other items	per receptacle	\$ as agreed

OFFICE USE ONLY Urban Strategy – Street Furniture Relocation

110 - GL No: 00265.0001.1200: Furniture Relocation Fee As outlined above) AMOUNT: \$ _____

Received from: _____

July 2018