



# COMMERCIAL USE OF FOOTWAYS LICENCE APPLICATION

- NEW
- TRANSFER OF LICENCE HOLDER

## APPLICATION TYPE – tick applicable boxes

- Outdoor dining
- Outdoor merchandise display
- Freestanding sign (one per premises only)
- Planter boxes
- Transfer of licence holder

## APPLICANT'S DETAILS

Name of applicant (business owner): .....

Address: .....

Phone: ..... Mobile: .....

Fax: ..... Email: .....

ABN/ACN number: .....

Contact (person to be contacted to discuss the application): .....

## BUSINESS NAME & ADDRESS TO WHICH APPROVAL WILL APPLY

Business name: .....

Address: ..... Phone: .....

## PROCESS TO GAIN COMMERCIAL USE OF COUNCIL'S FOOTWAY APPROVAL

1. Application form received with all information provided.
2. Council will inspect area requested for approval.
3. Council will forward approval/refusal letter to applicant, with invoice for licence fee payment if required.
4. When the fee payment is received, a licence agreement has been formed, Council will deliver licence.
5. An annual renewal letter and invoice will be sent on approximately 1 July each year, if applicable.

## APPLICATION FEE

The application fee must be paid prior to the application being processed. It is a non-refundable fee that covers the processing of the application. The fee is not refunded if the application is not approved. Payment can be made in the following ways:

**† In Person** Present the completed form and relevant paperwork to:

**Bankstown Customer Service Centre**  
Upper Ground Floor of Civic Tower  
66-72 Rickard Road, Bankstown

**Campsie Customer Service Centre**  
137 Beamish Street, Campsie

**✉ Mail** Cheques to be made payable to the City of Canterbury Bankstown. Enclose the completed form and relevant paperwork and send to:

**City of Canterbury Bankstown**  
Att: Customer Service  
PO Box 8, Bankstown  
NSW 1885

Total amount to be paid: \$.....

## CHECKLIST - INFORMATION REQUIRED AS PART OF YOUR APPLICATION

Have you included:-

### LICENCE TRANSFER

### NEW LICENCE

Certificate of Currency for Public Liability Insurance Note:

- The limit of indemnity Public Liability only, not including Product Liability, must be in the amount of \$20,000,000 per occurrence;
- The certificate must include the insured name, trading name and any other name(s) the applicants' premise or business is known as or referred to as;
- The City of Canterbury Bankstown must be noted as an interested party;
- The certificate must show a valid expiry date; and
- The certificate must signed by the insurance or broking company representative. Please note that insurance invoice copies and renewal schedules will not be accepted as proof of insurance cover, it must be a Certificate of Currency.

Statement of proposal, including:

- Size and location, hours of operation, heritage impact and merchandise to be displayed
- Same as current approved licence (for licence transfer).

Engineer's certification (if required)

Work permit (if required)

Accurate site plans, including:

Area in square meters; Existing features shown and; Written measurements and setbacks

Photo of proposed area

Photos of any advertising to be used

Photos of proposed furniture

**Please note determination can take up to four weeks.**

## CONDITIONS OF APPROVAL

- Payment of the application fee does not confirm approval.
- No objects are to be placed on Council footways, until a licence agreement has been entered into by council and the applicant. Should any objects be placed on the footway without approval, Council may issue a fine.
- If the application is approved, written approval from Council will be provided and the licence fees are payable. Once the licence fees are received by council a licence agreement has been entered into. The licence fee will be calculated on a pro-rata basis. Fee enquiries can be made with Council's Customer Service Centre on 9707 9000.
- All approvals and licence agreements expire on the 30<sup>th</sup> of June of the current financial year.
- Applicants must address all criteria in Council's Commercial Use of Footways Policy and the Commercial Use of Footways Guidelines and work with Council to help achieve the aims and objectives of the policy.
- The use of the premises shall comply with the provisions and requirements of the Smoke-Free Environment Act 2000 and the Smoke-Free Environment Regulation 2000.
- This applicant becomes the licence holder and is responsible for ongoing management and maintenance of the commercial use area.
- Should your Insurance Policy be cancelled for any reason, you need to notify Council immediately.
- The Licence Agreement between Council and the applicant is formed from:
  1. This application form;
  2. Council's signed letter of approval, with any special conditions and;
  3. The Commercial Use of Footways Policy and Guidelines.

## PRIVACY STATEMENT

You will need to provide personal information to Council in respect of this application. Council is required under the Privacy & Personal Information Protection Act 1998 (PPIPA) to collect, maintain & use your personal information in accordance with the Privacy Principles & other relevant requirements of the PPIPA. For further clarification please contact the Privacy Contact Officer at Council.