

Application for commercial use of a footpath within a Public Road

City Services

Guidance

The following information is required for this application:

- **Site layout plan** – dimensional drawing of the footpath area adjacent to the business premises showing the proposed position(s) of items. Ensure items are shown in relation to the wall of the building, kerb, entrance to premises, formal paving and where relevant grassed verges and other items (e.g. bins, street furniture, veranda posts, garden boxes etc). Scale 100:1
- **Drawings** – proposed furniture/signs/ goods. Include dimensions, colours & construction materials for all items i.e. furniture, tables, chairs, A-board signs, merchandise stands/bins, flags, barriers, umbrellas etc.
- **Photographs** – of proposed signs, barriers, furniture, planter pots, flags, goods, etc.
- **Indication** – of type(s) of merchandise/ goods to be displayed (if applicable).

1. Type of Application

New Application

Variation of Existing Application

Renewal

2. Applicant Details – Business Proprietor

Mr Mrs Ms Other: Name:

Email:

Telephone/ Mobile:

Unit / Street No: Street Name:

Suburb:

State: Postcode:

If Applicable fill out below:

Entity Name:

Entity ABN/ACN:

Trading/ Business Name (if different from above):

Trading/ Business Postal Address (as registered with ASIC):

NOTE: if you are an agent applying on behalf of the business proprietor you will need to provide full and accurate details of the business proprietor's name(s) and address(s) for inclusion in the Approval. Where applicant is also business proprietor write 'as above'

Office use only

Receipt Number:

Amount \$:

Issue Date: 07/2022

Review Date: 07/2023

Form No: 853

Owned by: City Services



3	Details of Business Premises
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Business Name:		
Shop/Unit/Street No.:	Complex/Building Name:	
Street:	Suburb:	
State:	Postcode:	
Lot No(s).:	Section No.:	Deposited Plan No.:

Business hours of operation:

4.	Proposed Purpose of Use
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<input type="checkbox"/> A-Board Sign
<input type="checkbox"/> Merchandise Display
<input type="checkbox"/> Advertising Display (Advertising display includes flags & other advertising signage other than A-Boards)

5.	Other
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If applying for a variation of existing approval describe the purpose of the variation.
Give details (including plans) of the proposed variation to your existing Footpath Trading Approval. Please attach additional information to this form. Include previous development application no. (if known/applicable)

6.	Proponent's Declaration
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I declare all information provided as part of this application is true and correct. I have provided all relevant supporting documentation as outlined above. I understand that if the information given is incomplete the application may be delayed or refused. I understand the application fee is non-refundable or transferrable.
NOTE: if you are an agent/applicant acting on behalf of the business proprietor you must obtain the signature(s) of the proponents. You must not sign the below on behalf of the proponent(s).

Name:	Signature:	Date:
Name:	Signature:	Date:

Important information

Privacy & Public Access to Information
Information supplied on this form will be managed in accordance with [Council's Privacy Management Plan](#), [Public Access to Council Information Policy](#) and relevant legislation. Certain information supplied to and held by Council may be made available to the public pursuant to the provisions of the *Government Information (Public Access) Act 2009* (GIPA Act). Further information on privacy and public access to information can be found on Council's website: <https://shoalhaven.nsw.gov.au/My-Council/About-Council/Privacy-and-personal-information>

Lodgement details

You can lodge the completed application by
Email: council@shoalhaven.nsw.gov.au or
In person: Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.
Mail: PO Box 42, Nowra NSW 2541 Australia, PO Box 737 Ulladulla NSW 2539
Once your application is received, a Council Officer will contact you if further information is required. Please allow up to 28 days to assess applications. It is the responsibility of the applicant to ensure adequate time has been allowed prior to any proposed use.