



# Application for commercial use of footpath within a Public Road

Assets & Works Group

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541

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## 1 Type of Application

- New Approval Application
- Variation of Existing Approval
- Renewal

## 2 Applicant

### Business Proprietor

Title: ..... First Name: .....

Surname: ..... ( If individual)

OR Company Name: .....

ACN/ABN no. : .....

Postal Address for correspondence: .....

Suburb: .....

State: ..... Postcode: .....

Phone: .....

Mobile: .....

Email: .....

**Note:** if you are an agent applying on behalf of a business proprietor, you will also need to provide full and accurate details of the business proprietors' name(s) and address(s) for inclusion in the Approval.

Applicant Details (Where applicant is also business proprietor, write 'as above')

## 3 Details of the Business Premises

Business Name: .....

Shop/Unit/Street No: .....

Complex/Building Name: .....

Street: .....

Suburb: .....

State: ..... Postcode: .....

## 3 continued

Lot No(s): ..... Section No. : .....

Deposited Plan No. : .....

Registered Proprietor of Business: .....

Business hours of operation: .....

## 4 Proposed purpose of use

- A-Board Sign
- Merchandise Display
- Advertising Display

(Advertising Displays include flags and other advertising signage other than A-Board Signs)

## 5 Other

**If applying for a variation of existing approval – describe purpose of variation.** Give details (including plans) of the proposed variation to your existing Footpath Trading Approval. (if space is inadequate please attach additional supporting information/detail to this form)

.....  
.....  
.....  
.....  
.....

Previous development application no. (If known/ if applicable): .....

*Privacy Notification: The information on this form is being collected by Council for administrative and assessment purposes. It will be used by Council staff and other organisations for the purpose mentioned and may be included on a public register. Personal information contained on this form will be displayed on Council's website as required by the GIPA Act 2009. Persons identified on this form may at any time, apply to Council for access or amendment of the information.*

**This form may be published on Council's website in accordance with Government Information Public Access) Act 2009**

### OFFICE USE ONLY

Form Number: 853	Issue Date: 07/2020
Version Number 4	Next Review date: 07/2021



## 6 Application checklist

You will need to provide sufficient details of the proposed use of the road reserve to allow assessment against the provisions of the relevant Council policy. The following **MUST** be submitted with this form to be eligible for assessment.

**Site layout Plan** - dimensional drawing of the ~~the~~ area adjacent to the business premises indicating the proposed position(s) of the items applied for in relation to the wall of the building, opposing kerb face, entrance to premises, formal paving and (where relevant) grassed verges and any existing items located within the area (e.g. bins, street furniture, verandah posts, garden boxes etc.)(Scale 1:100)

**Drawings** of proposed furniture/signs/goods. Include dimensions, colours and construction materials for all items i.e. Furniture, Tables, Chairs, A-Board signs, Merchandise stands/bins, Flags, Barriers, Umbrellas etc.

**Photographs** of proposed Sign(s), Barriers, ~~File~~ Planter Pots, Flags, Goods etc.

**Indication** of type(s) of merchandise/goods to be displayed (if applicable).

## 7 Proponent's Declaration

- 1) I declare all information provided as part of this application is true and correct.
- 2) 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 rejected.
- 3) I understand the application fee is non-refundable or transferrable.

Signed: .....

Print Name: .....

Date: .....

Signed: .....

Print Name: .....

Date: .....

**Proprietor(s) Must Sign** - If you are an agent/applicant acting on behalf of a business proprietor who is seeking approval to the above use, you must obtain the signature(s) of the party or parties to the Approval referred to in the above "Proponents(s) Declaration". You must not sign the above declaration on behalf of the proponent(s).

### OFFICE USE ONLY

Application No.		Date Paid
Application Fee	\$	Total Paid
TRIM File No.		Receipt No.
Merchandise Display Job No. T1 28607 T2 10251 Chart 25495		

## 8 Information

### IMPORTANT INFORMATION

The Government Information (Public Access) (GIPA) Act 2009 provides that persons are entitled to open access information about an Approval.

**However, this does not extend to:**

- 1) The plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site of which it is proposed to be erected, or
- 2) Commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

### FEES & CHARGES (Valid as of July 2020)

*(Refer to current Fees & Charges on Council's Website)*

**Property Administration Fee** \$270.40 (GST exempt)  
1 July 2020 to 30 June 2021

#### A-Board Sign

Annual Approval Fee \$169.50 (GST exempt) – 1 July 2020 to 30 June 2021

#### Advertising Display

Annual Approval Fee \$169.50 (GST exempt) – 1 July 2020 to 30 June 2021

#### Merchandise Display

Annual Approval Fee: \$109.90 per m2 (GST exempt) - 1 July 2020 to 30 June 2021

### APPROVAL PROCESSING

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.

If you require further information, please contact Council's Property Unit on 4429 3582.