

# Commercial Activities on Footpaths

## Annual Permit Application

Use this form to apply to place a sign, display goods or place tables and chairs for outdoor dining on public footpaths.



### 1. Applicant Details

Business Name			
Business Owner			
Business Address			
Postal Address			
Contact Name		Daytime Phone No	
Email Address		Business Hours	

### 2. Application Details

Display of goods *Please specify number of displays*

*Maximum 3 at W1m x H1.7m x L1.8m*  
*(Note: When displaying goods, no A-frame can be displayed)*

Display A-Frame Sign (Please tick sign size)       0.92m x 0.6m       1.2m x 0.9m

Alternate between a Display of Goods and an A-frame sign       0.92m x 0.6m       1.2m x 0.9m

Planter Boxes

Bulky Goods Display *Please specify number of display areas*

*Maximum 3 at 2m x 2m each*

Type of Goods to be Displayed  
 e.g. Wheelbarrows, Bicycles

Outdoor Dining  
*(Note: No A-Frame signs, including menu boards, can be displayed with Outdoor Dining Facilities)*

Please specify number of chairs to be provided

**Please Note:** If you wish to service Liquor to the Outdoor Dining area please contact the Property Team on 1300 850 600 or [property@mornpen.vic.gov.au](mailto:property@mornpen.vic.gov.au).

<b>Office Use Only</b>	Date Received	<input type="text"/>	Permit Number	<input type="text"/>
<b>Account Code 054</b>	Amount Paid	<input type="text"/>	Receipt Number	<input type="text"/>

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**MORNINGTON  
PENINSULA**  
*Shire*

Use this form to apply to place a sign, display goods or place tables and chairs for outdoor dining on public footpaths.

### 3. Requirements for Application Processing

Only upon receipt of all items listed below will an application be processed

A site plan showing the location and number of items to be placed on the footpath

A photo/image of the item/s to be displayed on the footpath

A Certificate of Currency of Public Liability Insurance

*The Certificate MUST show: business owner, business address, trading name, expiry date, min public liability cover \$20Million and the Mornington Peninsula Shire as an 'interested party' as it relates to use of the footpath.*

Paid the application fee plus appropriate display fee

*Please Note: All permits are required to be renewed 1<sup>st</sup> August each year*

I acknowledge that I am not able to place any items on the footpath relating to my business until such stage as I have received written consent from Mornington Peninsula Shire. Failure to comply may result in the impounding of these items and a fine. I understand that this form is an application form, and does not constitute approval.

Signature of Authorised Person \_\_\_\_\_ Date \_\_\_\_\_

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**MORNINGTON  
PENINSULA**  
Shire

Use this form to apply to place a sign, display goods or place tables and chairs for outdoor dining on public footpaths.

The following activities require a permit under the Local Law.

- **Application fee \$130**  
(new applications) plus fee as follows:
- **Display of Goods** (Please note: when displaying goods, no A-frames can be displayed and vice versa.) Max. W 1m x H 1.7m x L 1.8m
  - \$62 for the first display unit per year
  - \$180 each for each subsequent display unit per year (Maximum 3)
- **Display of A-frame signs - cannot be displayed with any other activity**
  - Sign Size - 0.9 metres x 0.6 metres - \$62 per year
  - Sign Size - 1.2 metres x 0.9 metres - \$120 per year
- **Alternating between a single Display of Goods unit and an A-frame Sign**
  - Sign Size - 0.9 metres x 0.6 metres - \$88 per year
  - Sign Size - 1.2 metres x 0.9 metres - \$150 per year
- **Planter boxes** - \$62 per year
- **Bulky Goods** - Goods for sale that exceed the display of goods unit size (refer above) – maximum of 3 at 2 metres x 2 metres in each.
  - \$62 for the first 2 metres x 2 metres of area used
  - \$180 for each subsequent 2 metres x 2 metres of area used (Maximum 3)
- **Outdoor Dining Facilities** (no liquor licence or infrastructure)
  - \$300 for the first eight chairs per year
  - \$62 per chair thereafter per year
  - \$120 for fixed screens per year
  - No fee for temporary screens  
(Note **no** A-Frame signs, including menu boards, can be displayed with Outdoor Dining facilities)

\*Full details are outlined in the Commercial Activities on Footpaths Policy, for a copy please visit the Mornington Peninsula Shire website [www.mornpen.vic.gov.au](http://www.mornpen.vic.gov.au) or email: [customerservice@mornpen.vic.gov.au](mailto:customerservice@mornpen.vic.gov.au)

### COMMERCIAL ACTIVITIES ON FOOTPATHS POLICY CORE PROVISIONS

- The minimum footpath width required to undertake a commercial activity is 2.5 metres wide (allowing 0.7m width for the kerbside zone and 1.8m for the pedestrian zone).
- The minimum width of the pedestrian zone shall be 1.8m and the minimum width of the kerbside zone shall be 0.7m.
- Commercial activities shall be placed on the road side of the Commercial Activities Zone. Any unutilised space within the Commercial Activities Zone must be left clear for pedestrian access.
- All furniture, furnishings and equipment must be placed along the road side of the footpath at all times that they are on the footpath - even in inclement weather.
- Where an officer of the Shire or the relevant road authority deems that there is a safety risk due to the undertaking of a commercial activity on a street corner no commercial activities will be permitted.
- No commercial activity may be placed directly adjacent to a designated access carparking space (disabled parking), bus stop, formalised pedestrian crossing, loading zone or fire hydrant.
- Advertising area on screens shall be restricted to the business name or logo, or the key product (eg. the brand of coffee or mineral water that is available at that business that is subsidising the cost of the screens). This must not exceed 20% of the total area of each screen.
- Temporary screens may not be greater than 1.2m in height and fixed screens may not be greater than 1.5 m in height.
- Planter boxes may not display advertising material.
- Permits for commercial activities must be displayed prominently at the front of the business.

The property owner shall at all times during the period of the permit, be a holder of a **public liability** policy of insurance providing cover for at least **\$20,000,000**.

For further information regarding Commercial Activities on Footpaths please contact Environment Protection on 5950 1050.

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