

## APPLICATION CHECKLIST – FOOTPATH ACTIVITY APPROVAL

### *Outdoor dining/café furniture, A-Frame Signage, Display of Goods on the footpath*

Please read the **Footpath Activities Policy** before applying for an approval. This policy sets out what is allowable when placing goods and structures on any public footpath.

Please make sure your supply **all** of the following required information in a clear and easy-to-read format.

Your application will be rejected if you do not provide all the required information or delayed if your plan is unclear, untidy or not drawn to scale.

### Checklist for Footpath Activity Approval

Required information	Provided?	Checked?
<i>Applicant to obtain</i>	<i>Applicant to tick</i>	<i>Customer Service to check</i>
Completed Application Form		
Site Plan (must be neat and preferably drawn to scale – see example plans on following pages) showing:		
a. The shopfront and footpath (or if shop is upstairs – plan of the ground floor of the building and footpath area) labelled with address and business name		
b. The length of the front wall of the shop facing the footpath and location of doors		
c. The width of the footpath in front of the shopfront		
d. Kerb buffer area (showing width 0.40m or greater)		
e. Location of any public street furniture or assets between shopfront and kerb. Buffers to these items need to be shown on plan.		
f. The 1.8m wide walkway highlighted (to be kept clear of any obstacles)		
g. Location of trading zone & proposed A-Frame sign / goods displays / café furniture & all associated items (screens, planter boxes, umbrellas etc.)		
h. Title and date of plan		
If proposed location of outdoor furniture and structures extends in front of other shopfronts/buildings (not associated with the business), owners consent section on application form needs to be filled in (signed by owner/s of adjoining building)		
If alcohol is proposed to be served on outdoor café furniture – a copy of the Liquor Licence Approval or Application including plan of licenced area.		



Other useful information to support application (non-mandatory)	Provided?	Checked?
<i>Applicant to obtain</i>	<i>Applicant to tick</i>	<i>Customer Service to complete</i>
Photos of shopfront and footpath area and surrounding location/neighbouring buildings		
Relevant specifications for signage (size and material), displays (number, size and material) and outdoor furniture (number, measurements, materials & colours)		

**Office Use Only**

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All information provided and application ready to lodge?

Yes / No

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Additional information required:

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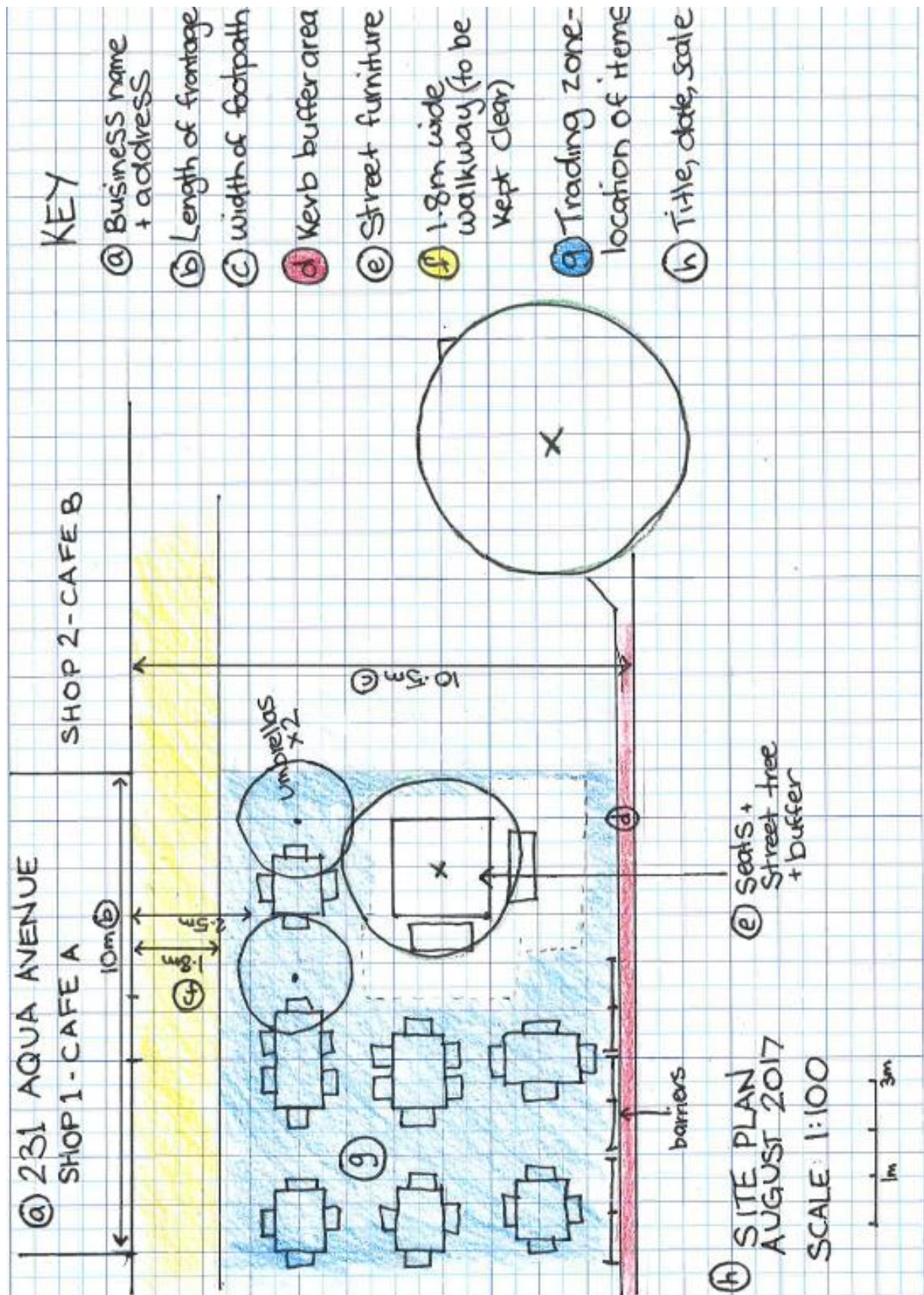
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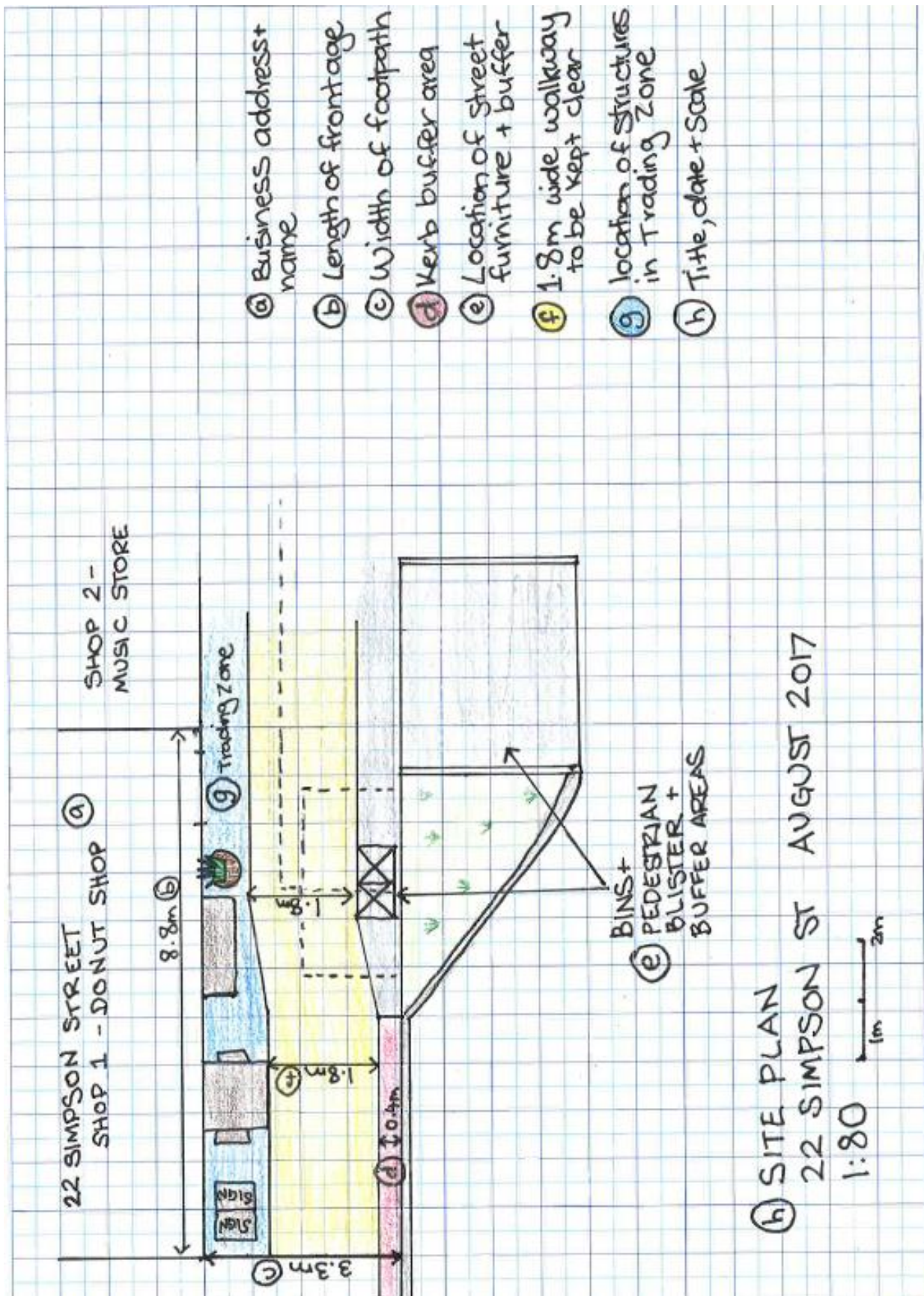
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Example Site Plan #1



Example Site Plan #2



- (a) Business address + name
- (b) Length of frontage
- (c) Width of footpath
- (d) Kerb buffer area
- (e) Location of street furniture + buffer
- (f) 1.8m wide walkway to be kept clear
- (g) location of structures in Trading Zone
- (h) Title, date + Scale



## Quick Guide – How to draw a Site Plan

A clear site plan is required to be submitted with all new applications for Footpath Activity Approvals. Applications will be rejected where site plans are not clear or do not contain all necessary information.

The drawing does not need to be done by a professional – in fact it is best if you as the business owner draw up the plan. Drawing a quick site plan will help you understand where you can place structures on the footpath to comply with Council's Footpath Activities Policy and how you can help keep the footpath clear for pedestrians of all abilities to use.

**Equipment needed:** Ruler, pencil, paper (grid paper can make it easier), flat surface, measuring tape for getting measurements, 3 coloured pencils (optional).

**Step 1:** Get the following measurements and note them down:

- the length of your shopfront (where your shop meets the footpath)
- How wide the footpath is in front of your shopfront (if the width varies this means noting multiple measurements – at either end of your shopfront and in the middle)
- The dimensions of any street furniture between your shopfront and the kerb – e.g. any bins, seats, pedestrian crossings

**Step 2:** On a piece of paper, start by drawing your shopfront and noting the length of the wall that meets the footpath, preferably drawing to scale (no set scale is required but 1:100 is the easiest to use. A scale of 1:40 or 1:50 will work for smaller shopfronts and narrow footpaths)

**Step 3:** Next draw the footpath area in front of your shopfront, noting the width. Next draw the kerb buffer area extending at least 0.40m from the kerb of the footpath. It may be useful to colour the kerb buffer area.

**Step 4:** Next draw any street furniture between your shopfront and the kerb. If there is none, skip this step. You need to measure the relevant buffer areas from any street furniture\* and no items will be allowed in these buffer areas.

**Step 5:** Draw in walkway zone, a minimum of 1.8 metres wide (this area can be wider) keeping in mind this area needs to be clear of all obstructions including all public street furniture. It may be useful to colour the 1.8m wide walkway.

**Step 6:** Lastly, the leftover areas are available to place structures and furniture within, so you can nominate these areas 'Trading Zone' which can be labelled or coloured. Roughly, draw your proposed furniture arrangement on the plan, avoiding buffer areas and the 1.8 m wide walkway.

\*Buffer areas around street furniture:

- min 0.5 metres around the following public assets: fire hydrants, poles/veranda posts, telecommunication pits and planter boxes
- min 1 metre around any bus stop, payphone, post box, bike rack, rubbish bin or public seat
- min 2 metres around a pedestrian crossing or blister



SITE PLAN:

DATE: \_\_\_/\_\_\_/\_\_\_

SCALE: \_\_\_\_\_

