



APPLICATION FOR FOOTPATH ACTIVITY APPROVAL

Under Local Government Act 1993 (Section 68) and/or Roads Act 1993 (Section 125) and/or (Section 138)

Use this form to apply for approval to place items and structures on Council's footpaths including outdoor dining; A-frame signs; display of goods and temporary community street stalls. Please read the Bellingen Shire Council **Footpath Activities Policy** before filling out this application form.

1. Applicant Details

Mr Ms Mrs Other: _____

Given name/s

Surname

Postal address (of applicant)

Suburb or town

State

Postcode

Daytime telephone

Mobile

Email address

Preferred contact method

Email Phone Mobile Phone Post

2. Business Details and Location

Business Name

ABN

Business Type (e.g. café, pet shop)

Business address

Suburb or town

State

Postcode

Lot, Section, DP/SP (if known)

Does the proposal relate to outdoor dining on a state classified road? (i.e. the Waterfall Way – including Hyde Street Bellingen and Cudgery Street Dorrigo)

Yes No

If yes, consent is required from the Roads and Maritime Services (RMS). This will involve extra fees and additional assessment time.

3. Application Type

Activity Type (tick all that apply)

A-frame sign Café furniture/Outdoor Dining Community street stall Display of Goods

For *new approvals* please answer all questions in [Section 4](#)

For *temporary community street stall* applications please answer all questions in [Section 5](#)

4. Footpath Activity Details – New Approval

Are the items on the footpath to be placed directly in front of the related business shopfront?

Yes No

If no, please ensure you also provide owners consent from the neighbouring building owner/s indicating they have no objections to items being placed outside their building. See Section 7 Owners Consent.

Are the proposed footpath activities associated with a lawful use (i.e. is the use approved or exempt from requiring approval)?

Yes No

If no, consent is required for the business use before a footpath activity approval can be granted. If unsure, please contact the Duty Planner.

If café furniture is proposed, is alcohol proposed to be served in the footpath area?

Yes No N/A

If yes, please attach Liquor Licence or application, including plan of licensed area.

5. Temporary Community Street Stall Approval

Location details (please tick)

BELLINGEN

IGA Supermarket Bellingen Newsagency (raffles only)

URUNGA

Michelle Harding Lawyer Urunga Physiotherapy Bananacoast Credit Union

DORRIGO

Hickory Street (outside mural)

OTHER

please specify _____

Briefly describe the purpose of the street stall:

Dates of Street Stall

Month	Day & Date	Time

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6. Applicant signature

- *I declare that to the best of my knowledge all information provided is correct and complete.*
- *I understand that inaccurate or false statements may cause my application to be delayed or rescinded.*
- *I have read and agree to comply with the Bellingin Shire Council Footpath Activities Policy.*

Signature:Name(printed)..... Date:/...../.....

7. Owners consent/signature

Bellingin Shire Council is the landowner of public footpaths in the Shire and manages them on behalf of the public. Should a Footpath Activity Approval be granted, the applicant and respective business must comply with Bellingin Shire's *Footpath Activities Policy* and any conditions within the approval, otherwise Council may revoke its consent to allow the activity on the public footpath.

Building owners consent is only required where the proposed footpath furniture will extend in front of a neighbouring building (not connected to subject business). In this case, all building owners must give their consent for any proposed footpath activity in front of their building/s and must complete this section. Where the owner is a corporation, the company seal must be applied and a statement of the capacity of the person signing the application.

This consent can be revoked should Council receive such a direction in writing, at which point an amended Footpath Activity Approval will be required.

- *I/We the owner/s of the building adjacent to the proposed footpath activity consent to the making of the footpath activity application*

Property address..... Date:/...../.....

Signature of property owner:Name(printed).....

Property address..... Date:/...../.....

Signature of property owner:Name(printed).....

Please attach any additional signatures if required.

8. Fees and Payment details

Refer to Bellingin Shire Council's current Fees and Charges document for required fees.

Application fee enclosed _____

Concurrence Fee for Roads and Maritime Services applicable and enclosed? _____
(for properties on state classified road being Waterfall Way (Hyde Street Bellingin and Cudgerly Street Dorrigo)

Not-for-profit organisation (no fee applicable)

Proof of not-for-profit status is required.

NOTE: FEE - FREE PERIOD UNTIL 24 MAY 2018

Council on 27 September 2017 resolved to waive all Footpath Activity Application fees for a period of six (6) months from the notification date of Planning Proposal 10 (to make A-frame signage and display of goods on the footpath exempt development) to assist in implementation of the new Footpath Activities Policy. **The fee-free period will run until 24 May 2018.**

After 24 May 2018, please contact Council's Customer Service section for further information on applicable application fees.

How to submit your application

Your completed application form along with a completed application checklist and site plan (and any other supporting information) and application fee (where applicable) may be submitted as follows:

- In Person: Council Administration Building, 33-39 Hyde Street Bellingen
- By Email: council@bellingen.nsw.gov.au
- By Mail: The General Manager, Bellingen Shire Council, PO Box 117 Bellingen NSW 2454 (allow additional time for post)

Incomplete applications will be returned.

Privacy and Personal Information Protection Notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.