



### 3. INSTRUCTIONS ON COMPLETING THIS FORM

This is an application for the property in the Mosman Local Government Area at:

Street address: \_\_\_\_\_

Trading as: \_\_\_\_\_

**COMPLETE AS APPLICABLE A, B, C or D:**

- A. NEW APPLICATION WHERE NO CURRENT CONSENT EXISTS – **GO TO SECTION 4**
- B. AMENDMENT TO CURRENT CONSENT TO INCREASE AREA OCCUPIED – **GO TO SECTION 4**
- C. RENEWAL OF EXPIRED CONSENT TO EXISTING OWNER – **GO TO SECTION 6**
- D. TRANSFER CURRENT CONSENT TO NEW OWNER – **GO TO SECTION 6**

### 4. APPLICATION DETAILS FOR NEW OR AMENDED CONSENTS

**NEW ONLY\*** - Date footpath to be occupied from subject to Council approval: \_\_\_\_\_

*\*NOTE: If this is an amendment to an existing approval, the date the amended area will apply from will be the date of consent.*

Number of areas of footpath proposed to be occupied: \_\_\_\_\_

Measurement(s) in metres of footpath area(s) occupied: \_\_\_\_\_

Total area of footpath proposed to be occupied: \_\_\_\_\_ m<sup>2</sup>

Description of goods to be displayed and manner of display e.g. tables, racks, shelves etc.: Note display must contribute to the streetscape and public domain:

**(attach separate pages if needed, add photos and sketches to help in determining the application)**

---

---

---

## SECTION 4 CONTINUED

NEW applicants must complete and lodge this application form, acknowledging the conditions of the application and provide the following information:

- Copy of development consent to operate a shop from the premises
- Plan of the proposed occupation, drawn to scale no less than 1:100 showing the dimensions and area(s), position of display stands and any other equipment or items to be placed on the land, and in relation to the width of the footpath and any adjacent trees, posts, signage or street furniture. Plans must also show dimensions in relation to required pedestrian access ways as stated in the policy and regulatory instruments.
- Certificate of currency for public liability insurance policy of \$20M noting Council's interest

**PLEASE NOTE THAT IF YOU INTEND TO PLACE TABLES OUTSIDE NEIGHBOURING PROPERTIES THE OWNER/PROPRIETOR CONSENT OF THE PROPERTY IS REQUIRED**

Written consent of the owner/proprietor of the neighbouring premises is required below:

*I hereby indicate that I have no objections to the subject application:*

\_\_\_\_\_

<b>Name</b>	<b>Signature</b>	<b>Date</b>
-------------	------------------	-------------

Address: \_\_\_\_\_

Contact phone number(s): \_\_\_\_\_

## 5. PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (\*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

## 6. DECLARATION

The details provided by me are correct and I have read and understand all information provided in Council's Outdoor Dining and Goods on Footpath Policy and in this application.

\_\_\_\_\_

**(Applicant's Signature)**

\_\_\_\_\_

**(Date)**

## 7. FEES AND PAYMENT

### **APPLICATION FEES DUE ON LODGEMENT**

#### **A. RENEWAL APPLICATIONS AND TRANSFER OF OWNER APPLICATIONS ONLY: (new applicants see B. below)**

\$162.00 Non-refundable application fee paid on lodgement applies to all applications.

#### **B. NEW APPLICANTS ONLY:**

##### **1. WITH SUBMISSION OF APPLICATION:**

\$162.00 Non-refundable application fee paid on lodgement applies to all new applications.

##### **2. UPON APPROVAL ONLY:**

##### **Payment of Refundable Security Deposit:**

A refundable security deposit is to be lodged in the amount of 50% of the first year's rental payable to Council on the granting of a footpath occupation approval.

##### **Installation of boundary markers:**

\$220.00 Invoiced on approval of application.

### **FOOTPATH OCCUPATION FEES APPLICABLE ONCE CONSENT ISSUED**

**(No payment required now):**

Fees will be calculated for the occupied space and invoices issued monthly in advance. From 1 July 2020 ALL new and existing applicants are required to set-up a Direct Debit for payment of monthly fees. Forms for this will be included with your consent documentation once the application has been approved and processed.

#### **Footpath Occupation Fees (GST Exempt)**

*Areas are defined in the Outdoor Dining and Goods on Footpath Policy which is available at [www.mosman.nsw.gov.au](http://www.mosman.nsw.gov.au)*

\$330.00 per m<sup>2</sup> per annum for Spit Junction.

\$695.00 per m<sup>2</sup> per annum for Mosman Junction.

\$314.00 per m<sup>2</sup> per annum all other areas

## 8. LODGEMENT INFORMATION

It is recommended that applications be submitted in person at Civic Centre, Mosman Square, Spit Junction, to avoid time lost in the event of incomplete applications and the need to return them by post.

**For privacy and security reasons payment is prohibited by credit card via email transmission.**

Applications lodged by post should be accompanied by cheque or credit card details and be addressed to The General Manager at: **PO Box 211, SPIT JUNCTION NSW 2088**

Fax: 02 9978 4299 – supply credit card details on following form

#### **Further Information**

If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.

**This form is to be submitted in conjunction with the application form.**

**Refer to application form for Method of Lodgement**

**This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council.**

**Credit Card Details - Council Payment Fax No. (02) 9978 4299**

**This form cannot be emailed to Council.**

Please charge my  American Express  Master Card  Visa

Card number

Card holder's name  Expiry Date

Amount \$  Phone ( )  daytime

Signature

**Please note that American Express, Master Card and VISA incur a 1% service fee.**

**THIS PAGE IS NOT TO BE SCANNED, COPIED, EMAILED OR REPRODUCED BY COUNCIL**