

When to use this form

This form is used to apply for the commercial use of Council's foothpath.

To complete this form

- Use black pen only
- Print using BLOCK LETTERS
- Place a cross in the appropriate box where applicable ☒
- Sign the form
- · Attach copies of supporting documentation where instructed

Where to send this form

Kempsey Shire Council PO Box 3078 WEST KEMPSEY NSW 2440

Fax: 02 6566 3205

ksc@kempsey.nsw.gov.au

Lodgment in person

22 Tozer Street WEST KEMPSEY NSW 2440

Fees payable at time of lodgment

Application Fee \$250.00

Additional Fees

The footpath occupation fee is based on a per metre rate of the approval area as per Council's Annual schedule of fees and charges. It is based on a reasonable return on land value, which may vary for different parts of the commercial areas. For further information refer to council's Commercial Use of Footpaths Procedure (1.2.17) and current Fees and Charges available at www.kempsey.nsw.gov.au

Methods of payment

- Cash
- EFTPOS
- Money Order
- Cheque
- Credit Card (surcharge applies)

For more information

For more information about making this application please contact Kempsey Shire Council on 6566 3200.

PRIVACY STATEMENT: Council collects and holds personal information for a number of reasons related to Council business eg to process applications, to issue rate notices, to process correspondence. When you provide personal information to Council it is used in accordance with privacy laws applicable to Council. Your personal information will only be used for purposes related to the business of Council.

V: 1.09.16



SECTION A - Applicants Details
Male Female
Mr Miss Mrs Mrs Dr Other
Company Name
Surname
Given Name/s
Phone Number Fax Number
Mobile
Email
Street No. Address
Suburb/Town State Postcode
OR
PO Box
Suburb/Town State Postcode



SECTION B - Business Details
Type of Application Footway restaurant Street Vending
Location of Business Street No. Address
Suburb/Town State Postcode
Lot Section Deposited Plan/Strata Plan
Development Application Number (if applicable)
Type of Business
Description of items proposed to be placed on the footpath (eg. Table and chairs, clothes rack etc)
Description of items proposed to be placed on the rootpath (eg. ruble and chairs, clothes rack etc)
Hours of Operation
Provision of Amenities (number and type of toilets on the premises, if available)
Is the business proposing to serve alcohol? Yes No
If yes, attach a copy of your liquor license.
If yes, is the business in an Alcohol Free Zone?
Is the business in an Alcohol Free Zone? Yes No
Seating Capacity



SECTION C - Supporting Documentation

The following information must accompany this application;
Place a tick to indicate these items have been attached (your application will not be accessed until all supporting documentation has been provided);
Site Plan North point Location of the shop front and kerb Width of foothpath between the shop front and kerb Width of shop front and proposed alfresco dining/street vending Any existing and/or proposed physical features (eg. Power poles, rubbish bins, public seating etc.) Placement of barriers, landscaping, lighting, temporary structures and furniture.
Public Liability Copy of Public Liability Insurance for \$20,000,000 listing Kempsey Shire Council as an interested party and indemnifying Kempsey Shire council. The policy should also note the use of the footpath.
Details of furniture/display racks Details of furniture/display racks (including colours, materials, etc).
SECTION D - Signature
I understand this application will be assessed under council's Commercial Use of Footpaths Procedure (1.2.17). If the application does not align with the procedure approval may not be granted.
Surname
Given Name/s
Signature: Date DD MM YY
Surname
Given Name/s
Signature: Date DD MM YY
OFFICE USE ONLY
Amount Paid Receipt No. Date: DD MM YY