

# Application for a Permit to Display/ Locate Items on the Footpath, Road Reserve or Council Land

General Local Law No. 1. Part 10 - Section 10.1.

## What you need to do for your application



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Make a payment

Please supply your credit card details or include a cheque for payment of this application



### Supporting Documents

Please ensure you attach all supporting documents to your application.

### Fees Apply

Fees will be assessed based on your permit requirements.

**An invoice will be raised on approval of application.**

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## Collection of Information

Colac Otway Shire is committed to protecting your privacy. The personal information requested on this form is being collected by Colac Otway Shire for the purpose of issuing a permit to display or locate items on the footpath, road reserve or Council land and other related purpose. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, then a permit to display or located items on the footpath, road reserve or Council land will not be issue. If you wish to alter any of the personal information you have supplied to Colac Otway Shire, please contact Council via telephone on 5232 9400 or email [inq@colacotway.vic.gov.au](mailto:inq@colacotway.vic.gov.au). Council's Privacy Policy is available from our website: [colacotway.vic.gov.au/Council-the-shire/Council-policies](http://colacotway.vic.gov.au/Council-the-shire/Council-policies) and all Council Customer Service Centres.

**NOT VALID UNTIL PERMIT IS ISSUED**

## Your Details

First name

Last name

Business Name

Best phone number to contact you on

Email

Business Address

Postal Address

Business Hours Start Time:

End Time:

## Site Plan

***This application must be accompanied by a detailed site plan noting the following information on your plan.***

- A plan of the proposed site showing details of the permit items.
- The building line and/or shopfront including doors and windows etc.
- The kerb location and any existing street fixtures or furniture.
- The pedestrian thoroughfare.
- Location of any service pits and council litter bins.

## Insurance Policy

***Council Insurance is applicable to this permit ONLY and does not replace insurance for business operations.***

## Type of Permit Required

- A-Frame Advertising Board. **\$160.00 each**
- Tear-drop Flags/Banner. Maximum of two (2).  Units - **\$76.00 each.**
- Umbrellas.  Units - **\$72.00 each.**
- Goods/Display Racks.  Metres - **\$80.00 per square metre.**
- Tables and Chairs.  Units - **\$155.00 per Table and 4 Chairs and \$45.00 per seat thereafter.**
- Vehicles/Machinery.  Metres - **\$72.00 per square metre.**
- Other.

## Signature

Name

Signature  Date

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