

# FORM

## APPLICATION FOR PLACING ITEMS ON THE FOOTPATH

Pursuant to Section 222 of Local Government Act and By-Law 4

*This application will not be processed unless all details are completed correctly and relevant supporting documentation is provided*



Please note a permit is not required for placement of an A-Frame, providing usage complies with [By-Law Number 2 - Moveable Signs](#)

To successfully complete your permit application, you will be required to submit the following information and documents as part of this application (Please tick or cross appropriate boxes):

All applicants

- Certificate of Currency of your Public Liability Insurance with a minimum cover of \$20 million, noting City of Port Adelaide Enfield as an interested party.
- A site plan including placement of equipment being used and the dimensions of the space to be occupied demonstrating setback and clearances as set out in the Placement of Items on Footpath Guidelines.
- An image or photo of the item.

If applicable

- Fixed businesses selling food to the public as part of a business opening or anniversary activation will need to provide a Food Business Notification Number.

### APPLICANT DETAILS

Mr       Mrs       Ms       Other \_\_\_\_\_

Surname/Family \_\_\_\_\_ Given Name/s \_\_\_\_\_

Trading Name/Business Name \_\_\_\_\_

Registered Company (Legal Entity – Name on Insurance)  
\_\_\_\_\_

Company ABN \_\_\_\_\_ Email Address \_\_\_\_\_

Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Are you applying as:

- A business or organisation
- A registered charity or not for profit organisation
- An agent or subcontractor for State Government or Crown (including contractors of a State Government Minister, Department or Agency)
- An individual

## ACTIVITY DETAILS

Type of Item:

- Retail Display
- Planter Boxes
- Business opening event (involving placement of infrastructure in the public space).

*The maximum a permit can be issued for is one calendar year. An annual renewal can be made.*

Date item will be placed \_\_\_\_\_

Date item will be removed \_\_\_\_\_

## FEES & CHARGES FOR PLACEMENT OF ITEMS ON FOOTPATH PERMIT

Fees apply for Sale of Goods from roadways and footpaths which are reviewed annually and included in Council's Schedule of Fees and Charges.

## APPLICANT'S AGREEMENT

I certify that the information on this form, as supplied by me, is true and complete.  
I acknowledge that I have read and understand the Placement of Items on Footpath Guidelines and Placement of Items on Footpath Guidelines Permit Conditions and agree to comply with.

Signature \_\_\_\_\_ Date \_\_\_\_\_

To return this form – send all documents by email to [service@cityofpae.sa.gov.au](mailto:service@cityofpae.sa.gov.au) or lodge in person at the Civic Centre, 163 St Vincent Street, Port Adelaide.