



The Occupier,

LITHGOW NSW 2790

Dear Occupier

APPLICATION FOR APPROVAL TO TRADE ON COUNCIL'S FOOTPATH

Council notes that a number of businesses in Main St, Lithgow may be using the Council's footpath to display boards, articles, tables and chairs without consent to trade on on the footpaths under the authority of the Public Roads Act 1993.

Council requires all businesses trading on public footpaths to apply for approval by completing the attached form and paying the prescribed fee, as stated below. The form must be submitted to Council's Customer Service Counter, with evidence of public liability insurance of \$20,000,000 noting Council's interest on the 'Certificate of Currency'. Evidence of the insurance is required before the application can be approved.

It should be noted that it is an offence to use the footpath without approval and the area must remain clear until approval is granted.

Approval will apply for one year and if the public liability insurance lapse before the renewal is needed, then the approval is void until a new 'Certificate of Currency' is supplied to Council.

Further information may be obtained by reading Lithgow City Council Policy 5.4- Footpaths- use of pubic footpaths for restaurant seating and display of goods, a copy of which is available on Councils website and/or Roads Act 1993 No 33 Part 9.

(02) 6354 9999
(02) 6351 4259

www.lithgow.nsw.gov.au
council@lithgow.nsw.gov.au

ADDRESS CORRESPONDENCE
TO GENERAL MANAGER
PO BOX 19, LITHGOW NSW 2790

The following fees are payable when an application is submitted:

- \$95 per article (including clothes rack, sandwich board etc.)
- \$130 per on street dining application, with additional:
 - \$35.00 per table
 - \$7.00 per chair

Should additional information be required please contact Council's Customer Service Officer's on 0263549999 or email Council@lithgow.nsw.gov.au.

Yours Sincerely



Mrs Carol Farnsworth
FINANCE MANAGER

Lithgow City Council

180 Mori Street Lithgow NSW 2790
Telephone (02) 63545927
Postal Address: PO Box 18 Lithgow NSW 2790 Fax: (02) 63512827

OFFICE USE ONLY

Footpath Articles each(\$95.00): \$.....
On Street Dining: (\$130): \$.....
Per Chair (\$7.00): \$.....
Per Table (\$35.00): \$.....
RECEIPT.....DATE.....

APPLICATION FOR APPROVAL TO TRADE ON COUNCIL'S FOOTPATH OR FOR OUTDOOR EATERY LOCAL GOVERNMENT ACT 1993

Applicant Details

Name:.....
Postal Address:..... Postcode:.....
Contact No. (Telephone):..... (Fax):..... (Email):.....

Subject Land Details

Address:.....
Lot No./DP/Portion, etc.:.....
Premises Name:.....

Description of Proposed Article to be Placed on Footpath

.....
.....

Insurance Details (Public Risk Insurance – endorsed to cover Council for a minimum of \$20,000,000 including a waiver of subrogation against Council)

Insurance Company:.....
Policy No.:..... Date of Expiry:..... Amount Insured \$:.....
Copy of policy MUST be attached

I acknowledge that I have read and understood the attached policy, and hereby agree to abide by its terms.

.....
SIGNATURE OF APPLICANT

.....
DATE

Plan of outdoor eatery, trade display or signage location, in relation to the shopfront and kerbside

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

By completion of this form you may be providing Council with personal information. Council will collect this information only for a lawful purpose directly related to the functions of Council. We will take reasonable care not to disclose personal information. Except documents may come under Section 12 of the Local Government Act.