

# Application for outdoor trading

Outdoor Trading Policy 2014  
Section 68 Local Government Act 1993, Environmental Planning and Assessment Act 1979, Roads Act 1993



Use this form to apply for consent to use a portion of the public domain shown on the attached plan as an outdoor trading area

## Part 1: Applicant and site details

### 1. Your name, address etc

Title Mr  Mrs  Miss  Ms  Other .....

Family name (or company) .....

Given names (or ACN) .....

Trading as .....

Postal address .....

.....Post Code .....

*We will post our reply to this address*

Phone( ... )..... Alternative phone ( ... ).....

Fax ( ... )..... E-mail .....

*Only if a company:*

Contact person ..... Reference no.....

### 2. Location and title description of the property

Unit No ..... House No ..... Street .....

Locality .....

Lot(s) ..... Section .....

Deposited Plan(s) ..... Strata plan .....

*Get these details from rate notices, property deeds, or from Council property maps. If unsure, ask us for assistance.*

## Part 2: Details of area and proposed purpose

### 1. Describe the proposed outdoor trading

Attach the relevant plan depicting the seating placement

Length of outdoor trading area .....

Width of outdoor trading area .....

Substantive purpose/articles placed in outdoor trading area .....

Area m<sup>2</sup> .....

Days of operation .....

Hours of operation .....

### 4. Attachments to be included when submitting application

- Plan showing location of proposed articles, goods and furniture whether for sale or not and existing obstructions** such as bike racks, stop valves, manholes, trees, rubbish receptacles, traffic lights and street signs (parking restrictions, bus stops) etc
- Copy of the Public Liability Insurance Policy** to the amount of 10 million dollars containing the following clause  
"It is agreed that the indemnity given by this policy is extended to the Council of the City of Newcastle in respect to the operation of an approved outdoor trading area."

## Part 3: Signature

### 5. Your declaration

I apply for consent to operate outdoor trading in a portion of the public domain. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected.

Signature ..... Date .....

### Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Council's Privacy Management Plan

Purpose: This information is a requirement under the Outdoor Trading Policy

Intended recipients: Regulatory Services

Supply: legally required

Consequence of non-provision: Your application will be refused

Storage and security: Your information will be stored in an electronic database and will only be available to delegated officers of Newcastle City Council

Access: Your information can be checked for accuracy by calling 4974 2545.

## How to lodge

Applications can be lodged either:

1. In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle**. We are open for business from 8.30am to 5.00pm, Mondays to Fridays.
2. By mail – Postal address 'The General Manager, The City of Newcastle, PO Box 489 Newcastle 2300'.
3. If you wish to discuss a proposal with one of our professional officers, it is essential that you arrange an appointment.

# Site Plan