

Application for Outdoor Trading



Outdoor Trading Policy 2018

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

ABN

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

3. 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 m²

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 20 million dollars containing the following clause
"It is agreed that the indemnity given by this policy is extended to Newcastle City Council 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

Newcastle City Council 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 2000.

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, Newcastle City Council, PO Box 489 Newcastle 2300'.

If you wish to discuss a proposal with one of our professional officers, it is essential that you arrange an appointment.

Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of Newcastle City Council Administration Centre, 282 King Street, Newcastle. Disabled access available.

Site Plan