

Application to Place Signs, Goods, Tables and Chairs on Footpath

1 July 2025 to 30 June 2026



SECTION 1 – APPLICANT DETAILS

Full Name			
Corporation Name		ABN/ACN	
Trading Name			
Trading Address			
Contact Phone Numbers	Business:		Mob.:
Email			

SECTION 2 – TYPE OF PERMIT

<input type="checkbox"/>	A' FRAME SIGN (1 Sign)	\$ 113.40	<input type="checkbox"/>	EXTERNAL CHAIRS (Up to 10 Chairs)	\$ 254.10
<input type="checkbox"/>	GOODS (Single Display of Organised Goods)	\$ 185.90	<input type="checkbox"/>	EXTRA CHAIRS (If over 10 Chairs, per chair)	\$ 439.50
<input type="checkbox"/>	SPECIAL PERMIT (One sign and/or organised Goods)	\$ 258.70	<input type="checkbox"/>	Total Number of External Chairs	
<input type="checkbox"/>	UMBRELLA(S) (To be placed within trading area, in sleeves)		<input type="checkbox"/>	Total Number of Umbrellas	
<input type="checkbox"/>	BARRIERS/SCREENS		<input type="checkbox"/>	Total Number of Barriers	
<input type="checkbox"/>	PROJECTED IMAGE	\$ 113.40			

Please tick to confirm ☐

SECTION 3 – INSURANCE REQUIREMENT

The applicant must hold a current Public Liability Insurance Policy to the minimum value of \$20,000,000. This policy must remain current for the period of this permit and must be available on request. You are not required to provide a copy of the insurance policy to Council; however, you must tick the appropriate box and sign Council's Indemnity Declaration to confirm that you have the necessary cover.

Please tick to confirm ☐

SECTION 4 – PLAN OF TRADING AREA

You must, with this application, submit a complete detailed layout plan drawn to scale of 1: 100 or a set of photos of site, furniture, signage and any other street furniture proposed (max of 6 photos). This must show:

- The area to be occupied by tables, chairs and any other fixtures or fittings
- The building line and or shop front including doors, windows etc.
- The kerb, existing street fixtures or fittings; pedestrian thoroughfare
- A cross section of the footpath

This application will not be accepted unless the **layout plan is attached**.

SECTION 5 – PERMIT FEE OPTIONS

Council offers the following permit fee options:

- **Instalments – monthly BPay instalments** for permit fees above the value of **\$1000.00**
- **Full Payment**

Please indicate the option you wish to make use of by ticking the relevant box below:-

☐

BPay instalments

☐

Full Payment

SECTION 6 – DECLARATION AND INDEMNITY FORM

I declare that I am fully aware of the City Of Monash policies, guidelines and conditions that apply to the permit applied for. I understand that if there is any non-compliance with any conditions, any permit becomes void.

If making this application on behalf of a corporation, I declare that I have authority to act on that corporation's behalf. I also declare that I/the Corporation hold(s) a current Public and Product Liability Insurance Policy to the value of \$20,000,000 and that I/the Corporation will indemnify and hold harmless the City of Monash against all actions, suits or claims whatsoever arising from any injury, loss or damage to any person or property, including all costs associated with the defence of such items, caused by negligent acts of the permit holder in relation to the permitted activity

Applicant Name – Printed			
Applicant Signature		Date	
Designation (where acting on behalf of a corporation e.g. Director)			

Privacy Collection Statement

Monash City Council ("Council") collects personal information to process applications to place signs, goods, tables and chairs on footpaths and related purposes which the individual to whom the information relates may reasonably expect. Council will not release or provide access to personal information to any other person or body, unless (a) it has been authorised to do so by the person to whom the information relates, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If the requested information is not provided, we may not be able to process the application. An individual may access their personal information by contacting Council's Privacy Officer via email at legal@monash.vic.gov.au

CITY OF MONASH FOOTPATH TRADING PERMIT 2025/2026 LAYOUT PLAN

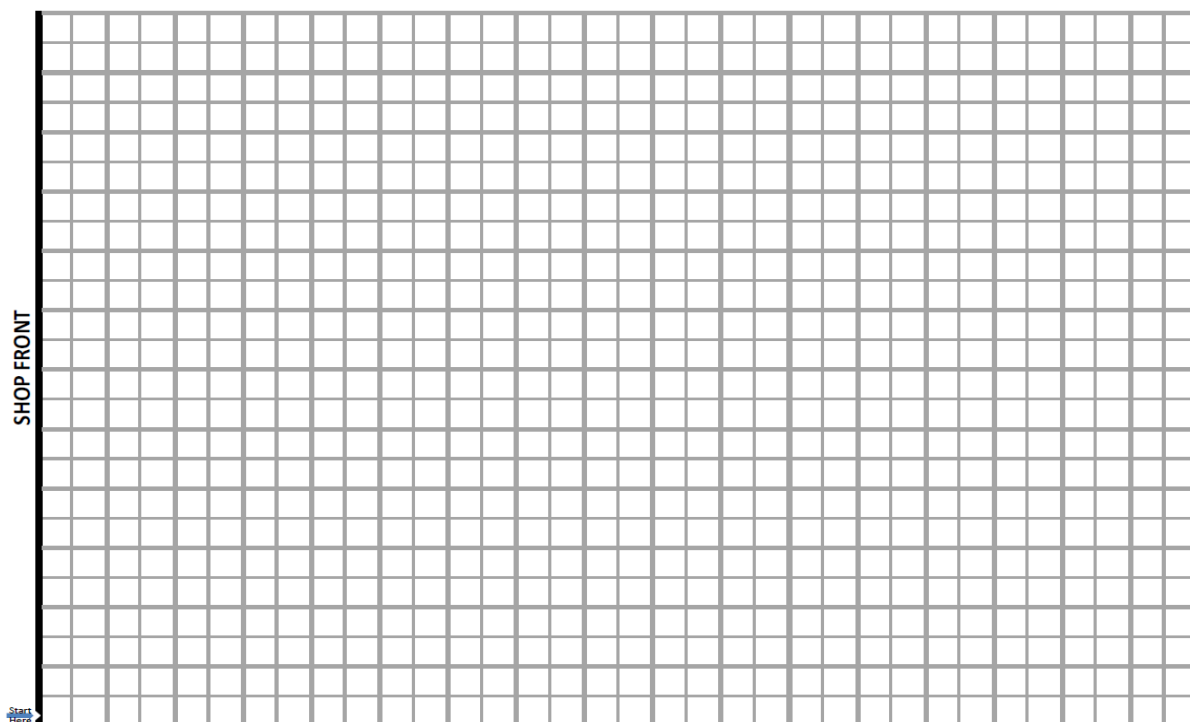


Trading Name:

Premises Address:

Permit Number:

Scale: 1:100



(Divisions are at 0.5 metre intervals)

Notes: You are required to show to scale the following:

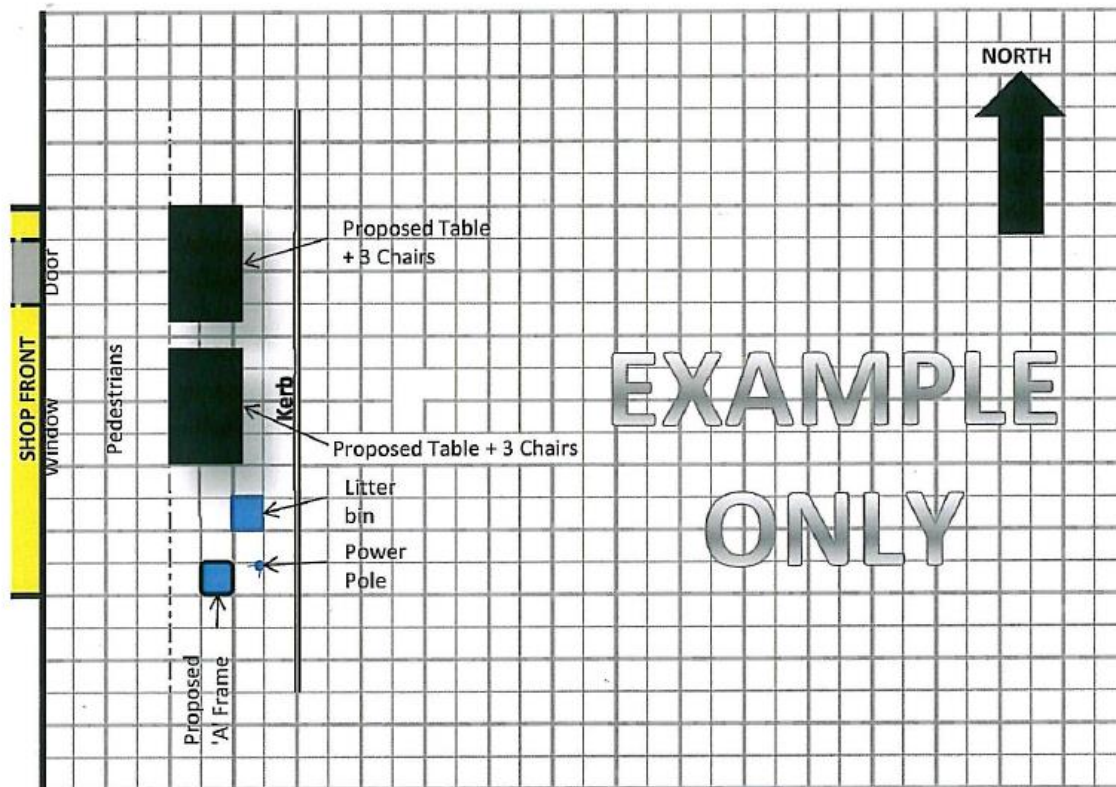
1. The area to be occupied by tables and chairs and any other fixtures or fittings
1. The building line and/or shop front including side boundaries, doors, windows etc.
2. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare.
3. The direction of North on the sketch drawing.
4. For tables and chairs, allow widths of:
 - >0.8m for tables only;
 - >1.2m for table with 1 chair;
 - >1.8m for a table with chairs on opposite sides.

See overleaf for an example

CITY OF MONASH FOOTPATH TRADING PERMIT 2025/2026

EXAMPLE LAYOUT PLAN

Trading Name: Joe's Pizza Shop
Premises Address: 5 Business Way, Monash



Scale: 1:100

(Divisions are at 0.5 metre intervals)

Notes: You are required to show to scale the following:

1. The area to be occupied by tables and chairs and any other fixtures or fittings
1. The building line and/or shop front including side boundaries, doors, windows etc.
2. The footpath width to face the kerb, any existing street fixtures or fittings and pedestrian thoroughfare.
3. The direction of North on the sketch drawing
4. For tables and chairs, allow widths of:
 - >0.8m for tables only;
 - >1.2m for table with 1 chair;
 - >1.8m for a table with chairs on opposite sides.

APPLICATION TO UTILISE NEIGHBOURING FOOTPATH TRADER AREA

Neighbour Support Form

Dear Neighbour

I am applying to the City of Monash for a permit for Footpath Trading outside of my business and would like an additional ____ (number) ____ (Chairs & Tables only) I seek permission to utilise additional footpath space outside of your business as the Local Law requires me to have a permit.

As an owner of an adjoining business I would appreciate your support for my application by signing the lower part of this letter and returning it to me, or posting it to the Council.

Yours sincerely

Name: _____

Address: _____

Date: _____

Re Local Law Permit to Utilise Additional Footpath Space

To the Manager, Community Amenity, Monash Council PO Box 1, Glen Waverley 3150 or
mail@monash.vic.gov.au

(Tick where applicable)

☐ I have no objection to the granting of the Local Laws permit applied for.

☐ I support the granting of a permit subject to:

☐ I object to the granting of a permit for the following reasons:

Name			
Address			
Contact No			
Date		Signature	

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293 Springvale Road (PO Box 1) Glen Waverley VIC 3150 **Web** www.monash.vic.gov.au **Email** mail@monash.vic.gov.au
T (03) 9518 3555 **National Relay Service** (for the hearing and speech impaired) 1800 555 660
Interpreter Services 普通话 4713 5001 廣東話 4713 5002 Việt Ngữ 4713 5003 Ελληνικά 4713 5004 हिंदी 4713 5005
Other languages 4713 5000 Italiano 4713 5008 한국어 4713 5010 සිංහල 4713 5020 தமிழ் 4713 5021

