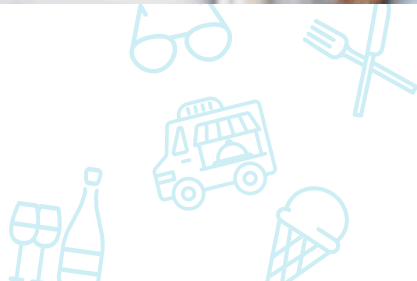


Outdoor dining, A-frame and footpath trading business



**Business
matters.**





REGISTERING OR TRANSFERRING A BUSINESS

The following pages have been developed to assist business owners to register new businesses with the City and to assist with the transferring of a business registration. If you require further assistance, please contact Safe and Healthy Environments on **1300 002 642**.

Registering a business

Outdoor dining, A-frame and footpath trading

Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 6 - Outdoor Dining, A-Frame and Footpath Trading Permit
(if you wish to also have an A-Frame)
- Section 7 - License agreement trading on public land

Transferring a business

Outdoor dining, A-frame and footpath trading

Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 6 - Outdoor Dining, A-Frame and Footpath Trading Permit
(if business also has an A-Frame)

LODGING YOUR APPLICATION

By email

Safe and Healthy Environments:
locallawsadmin@bendigo.vic.gov.au

OR

Business Help Desk:
bhd@bendigo.vic.gov.au

In person

City of Greater Bendigo
Galkangu - Bendigo GovHub
189-229 Lyttleton Terrace
Bendigo, Victoria
Office hours: Monday, Wednesday, Thursday and Friday 9am – 4.30pm
Tuesday 9am – 4pm

By mail

Business Help Desk
City of Greater Bendigo
PO Box 733
BENDIGO 3552

Payment method/s:

BPAY

BPAY payment options will be listed on your invoice when your application is lodged with the City.

ONLINE

Online payment options will be listed on your invoice when your application is lodged with the City.

By mail

Return with a cheque or money order to;

Business Help Desk
City of Greater Bendigo
PO Box 733, BENDIGO 3552

Disclaimer; The City of Greater Bendigo will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and City of Greater Bendigo Privacy Policy.

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

To make a business application with the City of Greater Bendigo, you must submit your personal details, the details of your business and your signature. If you only wish to apply for a Planning Permit, you do not need to complete this form.

! Please note - applications cannot be processed unless completed in full

Complete section A or B

SECTION A - Required for businesses who wish to operate under a company name

Company name:

ACN (Australian company number):

Company mailing address:

Company email: Phone number:

OR

SECTION B - Required for businesses operating as a sole trader or a partnership

Licensee/Proprietor details

1. Licensee/Proprietor

2. Licensee/Proprietor

Surname:

.....

First name (s):

.....

Licensee mailing address:

.....

.....

.....

Phone number (s):

.....

Email:

.....

Contact person at business

(in regards to business enquires/inspections)

1. Contact person details

2. Contact person details

Surname:

.....

First name (s):

.....

Address:

.....

Phone number (s):

.....

Email:

.....

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

! Please note - applications cannot be processed unless completed in full

Business information

Business trading name:

Business trading address:

Business phone number/s:

Business email address:

ABN (optional):

Type of business:

(e.g. Café, Hairdresser, Hotel, Bakery)

Proposed business opening date:

(Approval time frames may impact on the opening of your business.)

Trading hours of business:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM:	AM:	AM:	AM:	AM:	AM:	AM:
PM:	PM:	PM:	PM:	PM:	PM:	PM:

DECLARATION OF PROPOSED LICENSEE/PROPRIETOR

I understand and acknowledge:

- That the information provided in this application is true and complete to the best of my knowledge.
- This initial registration may be less than 12 months.
- That other authorities may be notified of this application.

Print name (s): Date:

If signing on behalf of a company, please specify your position:

Signature (s):

Print name (s): Date:

If signing on behalf of a company, please specify your position:

Signature (s):

SECTION 6 - OUTDOOR DINING, A-FRAME AND FOOTPATH TRADING PERMITS

If you would like to place an A-frame (sandwich board), goods or decorative items (e.g. pot plants, information stands), or tables and chairs on the footpath, you will need to apply for a permit from the City.

* Advertising sign specification is maximum 1.0m high and maximum 0.7m wide

To receive a permit to place any of these items on the footpath, you must comply with the requirements set out in the *Outdoor dining and Street Trading Code of practice* (the Code of Practice) and *Guidelines: Outdoor street trading code of practice* can be found on the city of Greater Bendigo's website www.bendigo.vic.gov.au

! Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at locallawsadmin@bendigo.vic.gov.au

PERMIT FOR A-FRAMES, DECORATIVE ITEMS AND FOOTPATH TRADING

- I confirm I have read the Code of Practice and Guidelines and I agree to comply with the requirements.
- I confirm I have submitted a Current Certificate of Currency for Public Liability Insurance for a minimum of \$10 million with this application.

A-frame and footpath trading permits are valid until June 30 of each financial year. Reduced fees may apply to applications lodged after June 1.

APPLICATION FEES

- New \$90 - There is a one-off fee for all new applications, (not applicable if you are transferring a business).

OR

- Transfer \$90 - Applicants transferring a business will only pay a transfer fee.

ANNUAL FEES

Item		
A-frame (sandwich board advertising sign)	<input type="checkbox"/> 1 sign	\$77
	<input type="checkbox"/> 2 signs	\$159
	<input type="checkbox"/> 3 signs	\$347
Goods on footpath	<input type="checkbox"/> CBD	\$366
	<input type="checkbox"/> Non CBD	\$201
Decorative items (e.g. pot plants and information stands)	<input type="checkbox"/> CBD	\$150
	<input type="checkbox"/> Non CBD	\$89

SECTION 6 - OUTDOOR DINING, A-FRAME AND FOOTPATH TRADING PERMITS

! Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at locallawsadmin@bendigo.vic.gov.au

PERMIT FOR OUTDOOR DINING (TABLES, CHAIRS AND BALUSTRADES)

To apply for an outdoor dining permit, you must complete the following:

- Complete this application form and provide proof of current Certificate of Currency for Public Liability Insurance (for a minimum of \$10M)

If no works are required, your permit will be issued shortly after payment is received.

If works are required – for example, the installation of bluestone paving or removable barriers

We require you to use one of the City's approved contractors to complete the works, and complete the following steps.

1. Meet with a Business Help Desk officer and our engineering staff on site to draw up plans of where the installation is required and how you would like it to look. You will then receive a copy of this plan by email or post.
2. Take your plan to one of our preferred contractors, who will discuss any technical compliance questions with the City's engineering staff on your behalf.
3. Once the works are complete, the contractor will notify the City, who will issue an invoice for payment.
4. Once payment is received, you will receive your permit in the post.

I confirm I have read the guidelines and Code of Practice and I agree to comply with them

I confirm I have submitted a current Certificate of Currency for Public Liability Insurance for a minimum of \$10M with this application

APPLICATION FEES

New \$90 - There is a one-off fee for all new applications, (not applicable if you are transferring a business).

OR

Transfer \$90 - Applicants transferring a business will only pay a transfer fee.

ANNUAL FEES

Outdoor dining permits are valid until June 30 of each financial year, after which you will receive an annual renewal letter. Reduced fees apply to applications lodged after June 1.

Item		Rate (\$)	Number of chairs	Number of tables
Chairs (cost per item)	CBD	\$71 (per chair/seated person)		
	Non CBD	\$57.50 (per chair/seated person)		

SECTION 7 - LICENSE AGREEMENT TRADING ON PUBLIC LAND

If you wish to trade on public land e.g. a park, car park, or in the mall, you will need to apply for a license agreement. Examples of applicants might include – buskers, street stalls, pop-up shops

! Please note - applications cannot be processed unless completed in full

Where do you intend to trade?

Use bordering road name if no name for site

Please note: The City is not accepting applications to trade at Lake Weeroona at this time. Licence agreements are reviewed every 12 months. Works may be required to upgrade the site. All costs associated with the upgrade will be met by the applicant.

Describe the proposed activities you wish to undertake on this site:

Proposed times of operation

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Do you require:

Water supply

Yes

No

Vehicle access

Yes

No

Electricity

Three phase

Single phase

New applicant / one-off permits – choose if you would like a one-off permit or a new application fee.

Ongoing monthly fees – please contact our office to discuss fees.