

**Application for a permit to Display / Locate Items on the  
Footpath/ Road Reserve or Council Land**

General Local Law No 2, Part 5 – Section 79 – Part 6 – Section 119



Applicant's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

PH: (BH) \_\_\_\_\_ (AH) \_\_\_\_\_ (FAX) \_\_\_\_\_

Business Hours: Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

***Please ensure that the following information is attached with this application.***

Applications must be in writing on the approved form accompanied by the following information:

- A plan of the proposed site showing details of the permit items.
- The building line and / or shopfront including doors and windows etc.
- The kerb location and any existing street fixtures or furniture.
- The pedestrian thoroughfare.
- Location of any service pits and council litter bins.

**INSURANCE POLICY:**

Council insurance is applicable to this permit **ONLY** and does not replace insurance for business operations

**Type of permit required (Please tick)**

A/Frame Advertising Board \$120.00 each

Tear Drop Flags / Banner \$60.00 each (Max of 2)  
**(Only ONE tear drop flag or banner permitted with an A-frame)**

Goods/Display Racks \_\_\_\_\_ metres @ \$60 per square metre.

Tables & Chairs \_\_\_\_\_ units @ \$115 for 1<sup>st</sup> Table & 4 Chairs and \$30 per seat thereafter.

Vehicles/Machinery \_\_\_\_\_ metres @ \$50 per square metre.

**AN INVOICE WILL BE RAISED ON APPROVAL OF APPLICATION  
(No Payment required at this stage until approved and an invoice is raised)**

**"NOT VALID UNTIL PERMIT IS ISSUED"**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DECLARATION:**

*The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400*