

TEMPORARY USE OF FOOTPATHS AND PUBLIC PLACES

Please note Council requires two working days prior notice in writing for Footpath & Public Places Approval.

Contact Council if you have any specific enquiries regarding how to complete this form.
Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

APPLICANT DETAILS			
☐ Authorised Charity		☐ Other	
Applicant Name			
Organisation Name (if applicable)			
Postal Address			
State		Post Code	
Contact Number		Mobile	
Email			
TYPE OF ACTIVITY			
NOTE: If this application involves the preparation of food, you are required to complete a Temporary Food Premises Inspections Form (available from Customer Service) or discuss your requirements with Council's Environmental Health Officer on 4747 3200.			
☐ Stall	☐ Raffle		
☐ Busking	☐ Appeal		
☐ Mobile Ticket Selling	☐ Other:		
Notes:			
LOCATION OF PREMISES			
NOTE: If you are not the Owner / Tennant of the premises indicated below, you must provide a letter of support / permission from the Tenant / Owner of the Premises in regards to your proposed activity.			
Name of Premises			
Property Address			
State		Post Code	
PUBLIC LIABILITY INSURANCE			
Attach a photocopy of Certificate of Currency			
Insurer			
Policy No		Amount (minimum \$5million)	\$
DATES REQUIRED			
From		Time	
To		Time	
On Street Parking Required?		YES / NO	
Location			
Type of Vehicle			
Duration			

PRIVACY STATEMENT

The information collected on the Form will be used by Mount Isa City Council in accordance with the processing or assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the Information Privacy Act 2009) or as required by law. This information may be stored in the Council database. The information collected will be retained as required by the Public Records Act 2002.





PLAN

On the diagram below, clearly identify:

1. What is the width of the footpath outside the premises?
2. What types of obstructions are presently on the footpath outside the premises? (power pole, Street bin etc)
3. The preferred location and dimensions (in metres) of each item for which a permit is sought.
4. The clearance distance to the kerb and shop frontage etc when items are placed in your preferred location.

KERB				
FOOTPATH				FOOTPATH
YOUR PREMISES				

LODGEMENT OF SUPPORTING DOCUMENTATION

I acknowledge, understand and agree to abide by the conditions overleaf regarding the use of footpaths and public places in Mount Isa.

SIGNATURE		DATE	
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CONDITIONS FOR USE OF FOOTPATHS AND PUBLIC PLACES

1. Applicant must hold an authorised approval issued by Mount Isa City Council. The applicant must carry this approval with them at all times and produce it upon demand by an authorised Council Officer.
2. Applicants must obtain written permission of any shop keepers outside whose premises he/she wishes to locate for the full duration of the activity
3. Applicant will need to be adequately covered for Public Liability Insurance and provide Council with a copy of a Certificate of Currency in relation to Public Liability Insurance.
4. Applicant must operate in designated locations which do not unduly interfere with pedestrians, public amenities or cause undue obstruction to traders or delivery vehicles
5. There must be no hindrance to the flow of pedestrian traffic and a 1.5 metre footpath clearance must be provided.
6. The applicant's activity must not cause a public nuisance by nature of the level of noise, the language or equipment used or acts performed.
7. Applicant must ensure all signage and equipment is clearly visible to all pedestrians, securely anchored against wind and displacement by pedestrians.
8. Busking applicants may receive voluntary donations from an audience but must not solicit funds and may not advertise or associate themselves with advertising in conjunction with their performance.
9. Applicant must comply with directions issued by members of the Police Service, an authorised Council officer or the shop keeper.
10. Authorised Officers (police, council officer or shop keeper) may ask the applicant to move on if they consider the activity being carried out is causing a nuisance.
11. There shall be no littering and the site must be left in a clean and tidy condition.

PUBLIC LIABILITY INSURANCE

Note Carefully: Approval will not be given unless a copy of a Certificate of Currency in relation to a Public Liability Insurance policy with a minimum \$10 million coverage which covers the policy owner for the activities proposed to be carried out is furnished with this application and which covers the period of time advised overleaf. Please note that a higher certificate of currency may be requested by Council dependent on the activity planned.





OFFICE USE ONLY			
Received By		DATE	
☐ Temporary Food Premises Inspection Form attached (if required) ☐ Permission from owner / tenant attached (if required) ☐ Certificate of Currency attached			
COUNCIL COMMENTS AND CONDITIONS			
Officer		Position	
Signature		Date	
Approval is granted for the purpose and times specified by the applicant?		YES / NO	
Date approval letter posted		File No	
		IRN	
Officer		Position	
Signature		Date	

