



Application for Footway Activity Licence (Merchandise, Merchandising Racks, Trading Tables & Associated Equipment)

Postal Address: Locked Bag 155 Coffs Harbour NSW 2450
Phone (02) 6648 4000; Fax (02) 66484 199; Email: coffs.council@chcc.nsw.gov.au
DX 7559; ABN 79 126 214 487
Administration Centre: 2 Castle St Coffs Harbour

PLEASE NOTE: This Application Form does not authorise use of the footpath. You must enter into a Licence with Council prior to using the footpath. A Licence will be forwarded to you for signature if your Application is successful. Refer to the Coffs Harbour City Council Footway Activities Licensing Policy Guidelines relating to Merchandise, Merchandising Tables & Associated Equipment for more information.

Please complete all sections

Shop Name:.....

Address of Shop:.....

Proposed Licensee Details:

Full Name(s):

ABN: Contact:

Guarantor's Full Name (if Licensee is a Pty Ltd company):

Licensee's Postal Address:

Licensee's Service address (must be a place of residence or business - not a post office box):.....

.....

Phone (office hours):.....

Solicitor's Name, Postal Address and Phone (if applicable):.....

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Proposed Date of Commencement of Use of Footpath:

Public Liability Insurance Details (Certificate of Currency to be attached where possible and **MUST** be provided to Council prior to use of the footpath):

Coffs Harbour City Council must be noted as an interested party

Insurance Company:.....

Contact:.....

Phone (office hours):.....

Policy number:.....

Amount of Cover (minimum \$10 million):.....

Application Fee attached/paid?

All Required Documentation attached? (see page 7 of Guidelines)

NOTE: If Merchandise is to be in front of adjoining shops, letter of permission from adjoining shop owner is to be attached.

.....
Applicant's Signature

.....
Date

This information is being voluntarily collected to process your application. Your information would comprise part of a public register related to this purpose. The information will be kept by Council and will be disposed of in accordance with the Local Government Disposal Authority. You are entitled to review your personal information at any time by contacting this Council.