

Application for Footpath Advertising Sign, Display of Goods for Sale, Outdoor Eating Facility

2026 - 2027

Community Amenity Local Law No.2 2016

Applicant details

First name:		
Last name:		
Business name:		
Address of business premises:		Post code:
Postal address:		Post code:
Email:		
Business phone:	Private phone:	Mobile:

Permit type

Tick all applicable permits

Erecting or placing advertising sign (one sign per premises only)	<input type="checkbox"/> \$72.00 permit fee
Display of goods for sale	<input type="checkbox"/> \$72.00 permit fee
Outdoor eating facility – small (up to 4 tables and a maximum of 12 chairs)	<input type="checkbox"/> \$180.00 permit fee
Outdoor eating facility – large (more than 4 tables and over 12 chairs)	<input type="checkbox"/> \$370.00 permit fee
Roadside trading – separate application form required	

Fees current 2026-2027 financial year and subject to increase on 1 July each year

Payment details

Total fee payable	\$
Receipt number	

Application type

<input type="checkbox"/> New application	<input type="checkbox"/> Renewal of permit number _____ (refer to renewal letter)
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Mandatory information for new permits

Details of public liability insurance (Attach certificate of currency)	<input type="checkbox"/>
Complete the form of indemnity on page 3	<input type="checkbox"/>
Plan or map of the location, pinpointing location of sign, display or facility	<input type="checkbox"/>
Specification of sign, display, furniture (materials contrasted with, size etc)	<input type="checkbox"/>

Renewal information (no changes)

Complete the form of indemnity on page 3	<input type="checkbox"/>
Forward updated Insurance Certificate of Currency if required	<input type="checkbox"/>
Use payment details on your renewal letter and email this signed form with receipt date and amount to latrobe@latrobe.vic.gov.au	<input type="checkbox"/>
Write your permit number: (Located on renewal letter)	

Declaration

I the applicant have read the Guidelines and Permit Conditions for Footpath Trading and agree to comply with them.

I the applicant recognise I am responsible for any damage or injury arising from the footpath trading activities I have detailed above.

Signature	Date
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Privacy Notification Statement: Latrobe City Council is collecting this information solely for its permit database. The information is only for Latrobe City Council for this purpose and will not be disclosed unless required under law. For further information on privacy, please consult Council's [Citizens Confidentiality and Privacy Policy](#).

Important information for applicants

- Access the Footpath Trading Guidelines on Latrobe City Council's website or request a hard copy www.latrobe.vic.gov.au/FootpathTradingPermits

Office use only	
New application: Use ledger code CL.R58111373	
Renewals in person: Use RG/Footpath/Permit number on renewal letter	
Renewals online: eServices/Register permit payment/ Footpath/Permit number on renewal letter	
Have you attached: <input type="checkbox"/> All mandatory documents listed on page 1	Date stamp:

Payment methods for renewals

For information relating to payment methods for a renewal, please refer to your renewal letter for details

Submitting your new application

Mail	Post the completed and signed application together with copies of required documentation and cheque or money order payable to 'Latrobe City Council' to PO Box 264 Morwell VIC 3840.	
In person	Bring the completed and signed application together with copies of supporting documents and payment to any of our following Service Centres and Libraries. Cash and cheques not accepted at Morwell Library.	
	141 Commercial Road, Morwell	Monday to Friday, 9am to 5pm
	63-65 Elgin Street, Morwell	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	34-38 Kay Street, Traralgon	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	1-29 George Street, Moe	Monday to Friday, 8.30am to 5.15pm Saturday, 9am to 12noon
	9-11 Philip Parade, Churchill	Monday to Friday, 8.30am to 5.15pm Closed between 12noon to 1pm

Form of indemnity

THIS INDEMNITY is given the ____ day of _____ 20 __,

by _____ (hereinafter called "the Indemnifier") to

THE LATROBE CITY (hereinafter called "the Council").

WHEREAS the Indemnifier has applied to the Council for authority to use portion of a road or other public area within the Municipal district under the Council's streets, roads and other public places Local Law.

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the Indemnifier INDEMNIFIES and will KEEP the Council INDEMNIFIED against any and for all damage to or loss of any equipment and property owned by or under the control of the Council or in adjacent to the area wherein such permit
* _____ is situated and against any claim arising out of all injuries and damage suffered by any person whatsoever including the Indemnifier or employee or agent or sub-contractor or any customer of the Indemnifier resulting from the use of the said area in the manner and for the purposes aforesaid.

*Insert what the Permit has been applied for

SIGNED by the said Authorised person named on)

Application:)

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Signature of Applicant