



Footpath Trading Guidelines
Placing of footpath objects on footpaths
November 2017

OVERVIEW	4
1.1 Purpose of the Guidelines	4
1.2 What is footpath trading?	4
1.3 Why do we have footpath trading?	4
1.4 Footpath trading objectives	5
1.5 Who are the stakeholders?	5
1.6 Council's footpath trading priorities	6
1.7 Decision-making	7
1.8 Footpath management standards	7
1.8.1 Safety and accessibility	7
1.8.2 Community amenity	8
1.8.3 Design considerations	9
1.8.4 Hygiene and cleanliness	9
THE FOOTPATH	11
2.1 Footpath trading zones	11
2.2 Pedestrian zone	11
2.3 Trading zone	12
2.4 Kerb zone	14
2.5 Examples of different footpath widths	15
2.6 Clearances within trading zones	16
2.6.1 Intersections – line of sight	16
2.6.2 Clearance from existing street infrastructure	17
2.6.3 Clearance from public transport infrastructure	18
2.7 Smokers' area	20
2.8 Queuing	21
2.8.1 Queuing- for general purposes	21
2.8.2 Queuing - for licensed venues	22
2.9 Relocation of public infrastructure and/or improvement to abutting footpaths	22
2.10 Occupying an adjacent premises	23
2.11 Toilet and sanitary conveniences	23
2.12 Delineation markers	24
2.13 Precinct-specific guidelines	24
2.14 Decision –making on applications	25
2.15 Events	27
2.16 Temporary permits	27
3 FOOTPATH DINING	28
3.1 Tables and Chairs	28
3.1.1 Design	28
3.1.2 Placement and storage	28
3.2 Removable Screens	32
3.2.1 Design	32
3.2.2 Placement and storage	32

3.3	<i>Glass Screens</i>	32
3.3.1	<i>Design</i>	33
3.3.2	<i>Placement and storage</i>	33
3.4	<i>Transparent drop-down blinds</i>	34
3.5	<i>Retractable awnings</i>	34
3.5.1	<i>Design</i>	34
3.5.2	<i>Placement and storage</i>	34
3.6	<i>Umbrellas</i>	35
3.6.1	<i>Design</i>	36
3.6.2	<i>Placement and locations</i>	36
3.7	<i>In-ground sockets</i>	36
3.8	<i>Outdoor gas heater</i>	37
3.8.1	<i>Freestanding patio heaters</i>	37
3.8.2	<i>Fixed heaters</i>	39
3.9	<i>Windproof ashtrays</i>	40
3.10	<i>Advertising</i>	41
3.11	<i>Liquor licenses</i>	41
3.12	<i>Portable advertising signs / advertising boards</i>	41
3.13	<i>Display of goods</i>	42
3.14	<i>Planter boxes</i>	43
4	<i>APPLICATION PROCESS</i>	45
4.1	<i>Applying for a footpath trading permit</i>	45
4.2	<i>Applying for glass screens, retractable awnings or fixed heaters</i>	46
4.3	<i>Council assessment and consideration</i>	47
4.4	<i>Display of permit registration</i>	48
4.5	<i>Amendments to an existing permit</i>	48
4.6	<i>Transfer of ownership</i>	48
4.7	<i>Renewal of an existing permit</i>	49
5	<i>MANAGEMENT AND RESPONSIBILITIES</i>	50
5.1	<i>Permit holder's responsibilities</i>	50
5.2	<i>Council responsibilities</i>	50
5.2.1	<i>Maintenance of the footpath</i>	50
5.2.2	<i>Compensation and loss of trade</i>	50
5.3	<i>Access to underground services</i>	51
5.4	<i>Monitor compliance with approved permit</i>	51
	<i>Useful contacts</i>	52
6	<i>ATTACHMENTS</i>	53
	<i>Attachment 1A - Glass Screens Standard Specification</i>	54
	<i>Attachment 1B – In-ground socket diagram</i>	56
	<i>Attachment 2 – Footpath Trading Standard Conditions</i>	57

OVERVIEW

1.1 Purpose of the Guidelines

The Guidelines have been developed by the Council in consultation with the local community to provide a framework for the sustainable use and management of our footpath trading areas.

They are in line with Councils integrated Council Plan and Municipal Public Health and Wellbeing Plan 2017-27: Direction 2: We are connected and its easy to move around; Direction 4: We are growing and keeping our character, Direction 5: We thrive by harnessing creativity. The Footpath Trading Guidelines of the City of Port Phillip show commitment to supporting and enhancing the vibrancy of our local communities and the sustainable growth of local business. They demonstrate this by allowing private businesses to trade on the city's footpaths, enabling those enterprises to profit from the use of public land.

These Guidelines explain when and how to trade on the footpath. However, there are times when it will not be possible for businesses to use the footpath in the way that they would like. On these occasions Council is fulfilling its obligations to the broader community by putting the public's needs ahead of individual businesses. In summary, it is important to acknowledge that the commercial use of public space is a privilege, not a right.

1.2 What is footpath trading?

Footpath trading involves the use of public footpaths for commercial purposes. The footpath is the area between the property boundary and the kerbside of a road that is provided for use by pedestrians. Commercial purposes typically include the placement of advertising signs, display of goods, tables, chairs and ancillary equipment such as umbrellas, heaters, planter boxes and screens.

1.3 Why do we have footpath trading?

Footpath trading is a valuable use of public space. It can improve the look of our streets and adds life and vibrancy to shopping strips. It supports a prosperous local economy and traditional traders such as greengrocers. It provides valuable commercial opportunities for businesses by extending their floor space and advertising their presence. It provides opportunities to shop, dine and drink outside.

With the many benefits come potential problems. The needs of businesses can clash with those of the general public. As in other areas of public life the Council has a responsibility to regulate the use of public space for the good of all. Whilst seeking to maximise the benefits mentioned above, Council is concerned with ensuring that footpath trading is fair and consistent, that the public is welcome and safe, and that the footpath provides an accessible path of travel for all.

1.4 Footpath trading objectives

The Council's footpath trading objectives are concurrent with the purpose of of the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017).

This Local Law provides for the peace, order and good government of the City of Port Phillip in a way that is complementary to Council's Council Plan by:

- managing the uses and activities on roads and Council land so that Council is aware of uses or activities which may:
 - (a) interfere with the safety and convenience of people travelling on or using roads or land; and
 - (b) impede free and safe access for people, in particular those with sight and movement impairment or disabilities; and
 - (c) cause damage to Council and community assets; and
 - (d) create a danger or expose others to risk; and
 - (e) be detrimental to the amenity of the area or the enjoyment of facilities on roads or land;
- managing regulating and controlling uses and activities which may;
 - (a) be dangerous, cause a nuisance or be detrimental to the amenity of the area or the environment; and
 - (b) interfere with a healthy and safe environment in the municipal district for residents, workers and visitors;
- identifying uses and activities where a permit is not required but conditions are applicable to the use or activity so that the purposes identified above are achieved; and
- providing for the administration of Council's powers and functions.

These Guidelines should be read in conjunction with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), which can be found at www.portphillip.vic.gov.au/local_laws_enforcement.htm.

1.5 Who are the stakeholders?

These Guidelines attempt to balance the different interests and needs of businesses, residents and visitors. Each has an important role to play:

Council – regulate the use of footpaths for the public good by administering, enforcing and communicating the local law and these Guidelines.

Businesses – manage the use of their designated footpath trading zones in accordance with relevant legislation, particularly the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017).

Patrons, residents, ratepayers and visitors – assist businesses' efforts to comply

with legislative responsibilities and these Guidelines.

1.6 Council's footpath trading priorities

The diagram below shows the order of Council's priorities for footpath trading. It is a principle-based rule-of-thumb for all decisions relating to footpath trading. For example, Council's highest priority at all times is public safety, although this is not the only concern. Public safety can be addressed while also creating a vibrant street life, ensuring accessibility for all and balancing a prosperous local economy with residential amenity. Indeed, achieving all these priorities is Council's goal.

There are times when this is not possible and so Council must favour one over another. For example, footpath trading gives streets a vibrancy and liveliness but it must be limited (in amount and location) to ensure that the footpath can be used safely by all members of our community. Council has used this order of priority to determine these Guidelines and will use it when making decisions on permit applications.

Diagram 1 - Council's footpath trading priorities



The objective for each priority is:

Public safety	Streets are: <ul style="list-style-type: none"> • safe and have unobstructed passage for pedestrians, in particular those who may be physically or visually impaired, and • safe and have unobstructed vision for drivers of vehicles and cyclists.
Accessibility for all	Streets are easily navigated by all pedestrians, allow appropriate pedestrian traffic flow and support public transport use.
Balancing a prosperous local economy with residential amenity	Supporting a prosperous local economy is balanced with ensuring that footpath trading (and any associated off-site impacts) do not cause any significant impacts on the amenity of surrounding residential areas in relation to nuisance, noise, parking and other amenity considerations.
Vibrant street life	Streets are vibrant and lively and contribute positively to an area's sense of place and character.
Attractive streetscape	Streets are attractive, clean and pleasant and any heritage significance is not diminished.
Leisure opportunities	Footpath trading supports social interaction, alfresco dining and drinking as enjoyable leisure activities.

1.7 Decision-making

Where applications meet all the Guidelines, the Council will normally grant a permit. In cases where an application does not clearly meet the Guidelines or where there are special circumstances, the application will be referred to the Council's Footpath Trading Panel for further consideration. The panel will provide its recommendation to the authorised officer who will approve or refuse the permit application. The panel will assess all applications using the Council's Footpath Trading Priorities (Section 1.6), the Footpath Management Standards (Section 1.8) and the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017). In some cases a variation to these Guidelines may be granted if the priority objectives can be met and there are extenuating circumstances. Each case will be decided on its merits. Further information on the process is available in section 2.14.

1.8 Footpath management standards

A number of footpath management principles have been developed to ensure that safety, accessibility, community amenity, quality design, hygiene and cleanliness are maintained on the footpath at all times.

1.8.1 *Safety and accessibility*

To ensure that safe and unobstructed access to the footpath area is available,

the following standards apply:

- A continuous accessible path of travel must be provided along the building line.
- The pedestrian zone should have a width of 1.8m or greater wherever possible and be not less than 1.5m in width. Footpaths of 2.49m or less in width are not suitable for footpath trading.
- Footpath activity located in close proximity to intersections should not obscure driver's line of vision or traffic signs and will be subject to approval by the Council's traffic engineer.
- Required clearances and setbacks from kerbs, public assets and other street infrastructure must be maintained at all times.
- The footpath area should be an inviting, clean and safe place.
- It is the permit holder's responsibility to ensure that their patrons or clients do not unreasonably impede the flow of pedestrian traffic in the pedestrian zone.
- There should be full compliance with the Disability Discriminating Act 1993 (DDA) requirements at all times. Council does have some flexibility to allow a departure from the DDA requirements in the Guidelines on a site by site basis.

1.8.2 *Community amenity*

To ensure the amenity of the footpath and adjacent areas are protected and enhanced, the following standards apply:

- All footpath trading furniture, signage and displays of goods, with the exception of fixed glass screens and approved planter boxes, must be removed from the footpath as per permit conditions.
- In instances where business hours as stated on the permit conflict with business hours stipulated in a relevant planning permit and the Liquor Licensing permit, the earlier close of business time applies.

Compliance with Environment Protection Authority requirements in respect to noise is required. No externally amplified speakers are allowed. Refer to www.epa.vic.gov.au.

- All businesses must control and prevent any adverse impact on the amenity of the neighbourhood arising from the emission of noise, smell or appearance of

the premises in accordance with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017).

- Obstructive footpath trading furniture and excessive signage or displays of goods which create a hazard for all users, including people with physical or vision impairments, should be avoided.
- Footpath trading activity should not increase pressure on the available parking capacity within the area.
- Footpath trading in shopping centres should cease at 11pm for hotels and bars, and 1am for restaurants and cafes unless otherwise approved by Council. A variation for restaurants and cafes in entertainment precincts to trade until 3am may be permitted in the Bay St Port Melbourne, Clarendon St South Melbourne, Fitzroy St St Kilda and Acland St St Kilda Precincts. In areas outside of shopping centres, the Council will determine footpath trading hours on a case-by-case basis as appropriate to the locale.

1.8.3 *Design considerations*

To ensure the appearance of any structures associated with footpath activity are appropriate and in keeping with the Council's Urban Design and Heritage controls for an area, the following standards apply:

- Structures within heritage overlay areas should not impede views to significant heritage frontages and the colour of any structures should be consistent with the heritage objectives of the location. Any proposed structures within a heritage overlay will be assessed against the heritage considerations.
- Structures should comply with Council's existing streetscape master plans and designs. Any proposed structures will be assessed as to whether they are appropriate to the streetscape pursuant to Clause 22-04 of the Port Phillip Planning Scheme (Heritage Policy).
- Structures associated with footpath trading should not privatise, fully enclose public spaces or adversely affect the openness of our public footpaths.
- Permanent structures that may be considered include folding-arm awnings, glass screens, fixed heaters and planter boxes. Any other items located on the footpath for the purpose of footpath trading should be removed each day in accordance with the footpath trading permit.
- 2.1 metre high screens are prohibited, including transparent drop-down blinds to all elevations of a footpath trading zone.
- For information on the Port Phillip Planning Schemes visit <http://planningschemes.dpcd.vic.gov.au/schemes/portphillip>

1.8.4 *Hygiene and cleanliness*

To ensure the hygiene and cleanliness of a footpath area is maintained, the

following standards apply:

- Litter must be cleared from the trading area by the permit holder at all times.
- Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading area.
- Food scraps, cigarette litter and other waste within the immediate area must be immediately removed and deposited within the permit holder's own bins kept within the premises.
- Litter generated by footpath trading must not be swept into the street gutter or adjacent footpath areas. It must be picked up and deposited within the permit holder's own bins kept within the premises.
- All footpath furniture must be removed at the end of footpath trading as stated on the permit, to ensure the footpath can be easily cleaned by the Council. In some cases, the Council will allow outdoor furniture to be securely stacked in the trading zone until the close of business.
- Trade waste must not be placed in public street bins.
- The preparation, handling and serving of food and drinks to patrons located on the footpath must be conducted in accordance with the Food Safety Regulations, www.health.vic.gov.au/foodsafety

For information on food safety education and training programs contact the Council's Health Services Unit.

Council's street cleaning services operate in early morning to ensure minimum disruption to local business. However, the permit holder has a responsibility to keep the street and footpath clean and must work with Council to ensure this is achieved. Failure to adequately keep the footpath clean may result in the cancelling of a permit.

THE FOOTPATH

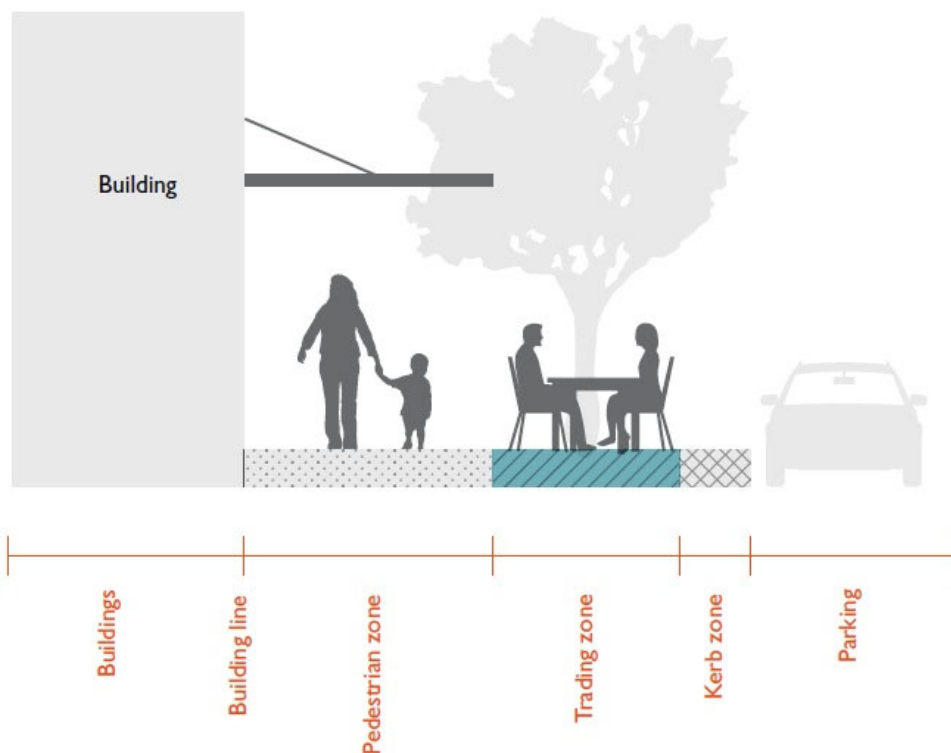
2.1 Footpath trading zones

To easily explain these Guidelines and to ensure footpath management standards are met, the City of Port Phillip describes the footpath of being made up of three zones. These are:

- Pedestrian zone
- Trading zone
- Kerb zone

Existing trees, artwork, street furniture, public infrastructure and the width of the footpath may prohibit or limit footpath trading activity.

Diagram 2 - Footpath zones



2.2 Pedestrian zone

The pedestrian zone is the area of the footpath that is measured from the property boundary and is for the exclusive use of pedestrians.

The pedestrian zone must be a continuous and accessible path of travel along the property boundary and must provide for the safety of all of the community, including meeting the access needs of people with mobility aids, prams and shopping trolleys.

The minimum clearance required between a proposed footpath trading area and the building will vary from street to street depending on the overall width of the footpath, pedestrian activity, safety and circulation requirements.

The City of Port Phillip reserves the right to vary pedestrian zones depending on pedestrian needs, vehicular traffic and existing footpath widths. Refer to Table 1: Minimum pedestrian clearance for footpath trading.

Table 1 - Minimum pedestrian clearance for footpath trading

Footpath width	Minimum pedestrian zone requirements
2.49m or less	Prohibited
2.5m - 3.0m	1.5m
3.1m – 4.0m	1.8m
4.1m – 5.0m	2.3m
5.1m – 6.9m	2.5m
7.0 or greater	3.5m

2.3 Trading zone

The trading zone is the area that the City of Port Phillip allows for commercial activity. It is the area left between the pedestrian zone and the kerb zone after these clearances are taken out. The trading zone will vary in area from street to street depending on the overall width of the footpath, the pedestrian zone, the kerb zone and any clearances from infrastructure that is located within the trading zone.

Approved items must remain within the trading zone at all times and must not intrude on the pedestrian zone.

A gap of 1m must be left between adjoining trading zones with each zone set back 0.5m from their property boundary. Refer to Diagram 3 - Gap between adjoining trading zones. This is to ensure that adequate access is provided between adjoining trading zones for pedestrians crossing the road and passengers alighting from vehicles.

A trading zone extending greater than 10m in length must provide an opening or gap in the centre of the trading zone. This gap must not be less than 1.5m in width to provide for pedestrian safety when crossing the road and to allow passengers alighting from vehicles to gain immediate access to the pedestrian zone. Refer to Diagram 4 - Gap within trading zones greater than 10m.

Diagram 3 - Gap between adjoining trading zones

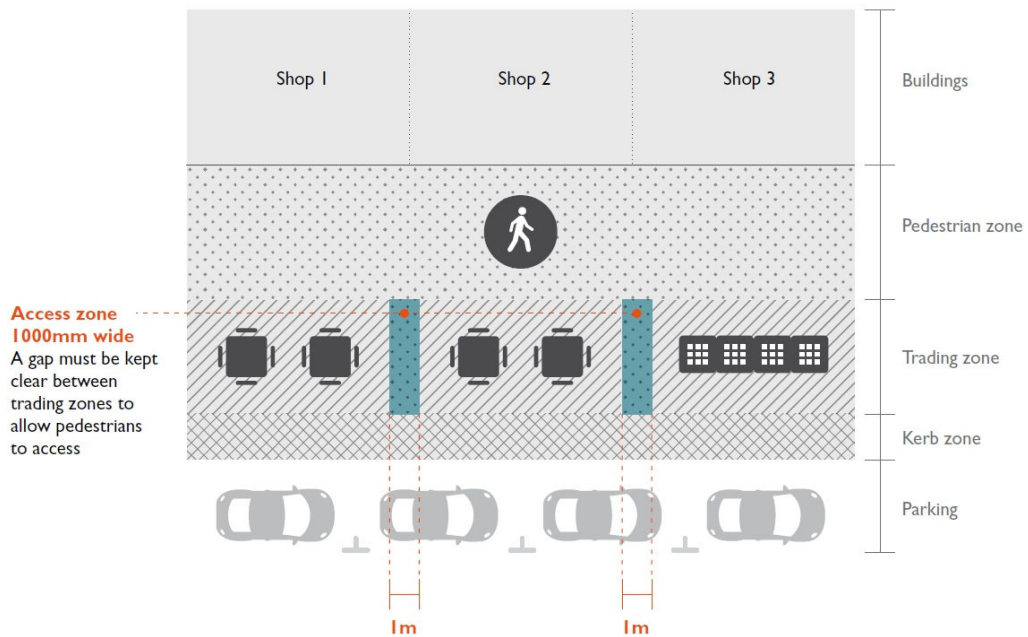
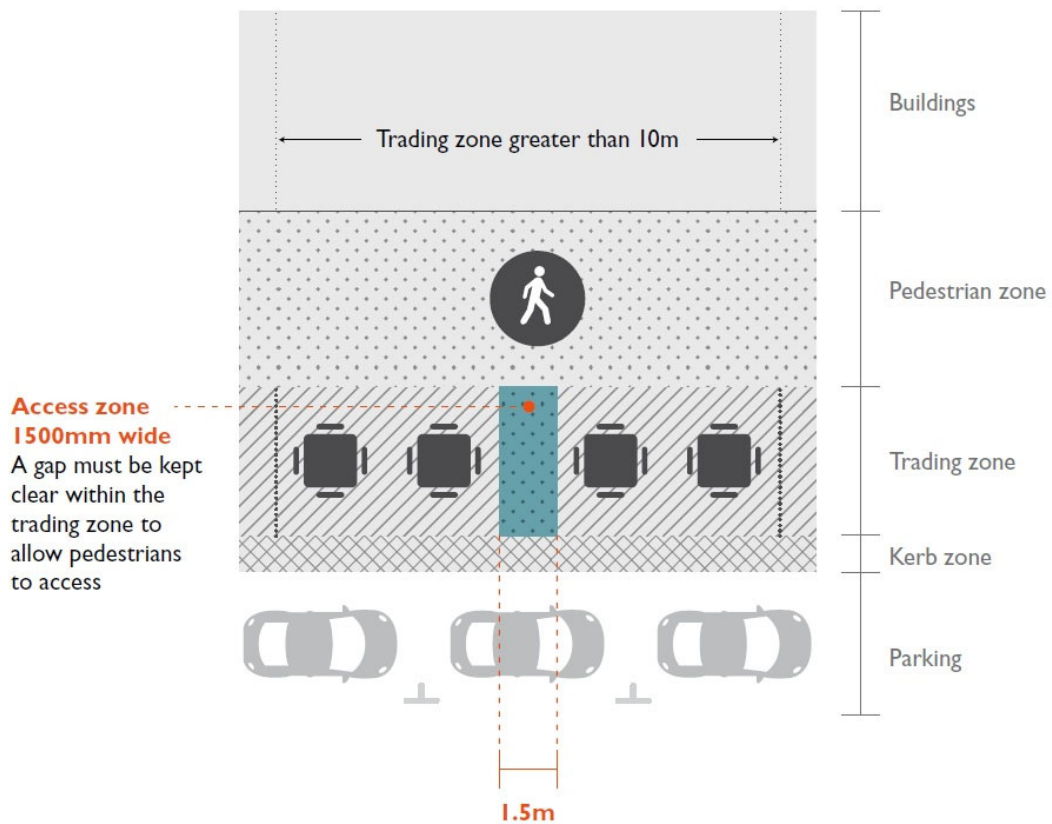


Diagram 4 - Gap within trading zones greater than 10m



2.4 Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This zone is important for the safety of pedestrians crossing the road and allowing passengers to gain access to parked vehicles. This zone must remain clear of any footpath items approved within a trading zone.

Parking spaces adjacent to a kerb help to protect footpath trading activity from moving traffic. Where there are no parking spaces next to a kerb the footpath trading application will be referred to the Council's Traffic and Transport Planning Unit for consideration. In some instances, due to the footpath width and parking restrictions, footpath trading may not be permitted.

The City of Port Phillip reserves the right to vary the setback of a kerb zone, dependent on pedestrian activity and parking restrictions adjacent to the area. Refer to Table 2 - The minimum distance between the face of the kerb and the trading zone, and Section 2.5 - Examples of different footpath widths.

Table 2 - The minimum distance between the face of the kerb and the trading zone

Parking restrictions	Minimum setback from kerb	Variations
Parallel parking	500mm	
Loading zones	1000mm	
No standing anytime	1000mm	Trading zones within 10m of a signalised or unsignalised intersection is at the approval of the Council's Traffic Engineer – refer to Section 2.6: Clearances within trading zones
Angle parking	1200mm	Ormond Road – 700mm Blessington Street -700mm
Taxi zones	1500mm	
Disabled parking:		
Parallel parking	1300mm	
Angle parking	1700mm	

2.5 Examples of different footpath widths

Diagram 5 - Footpath width 2800mm

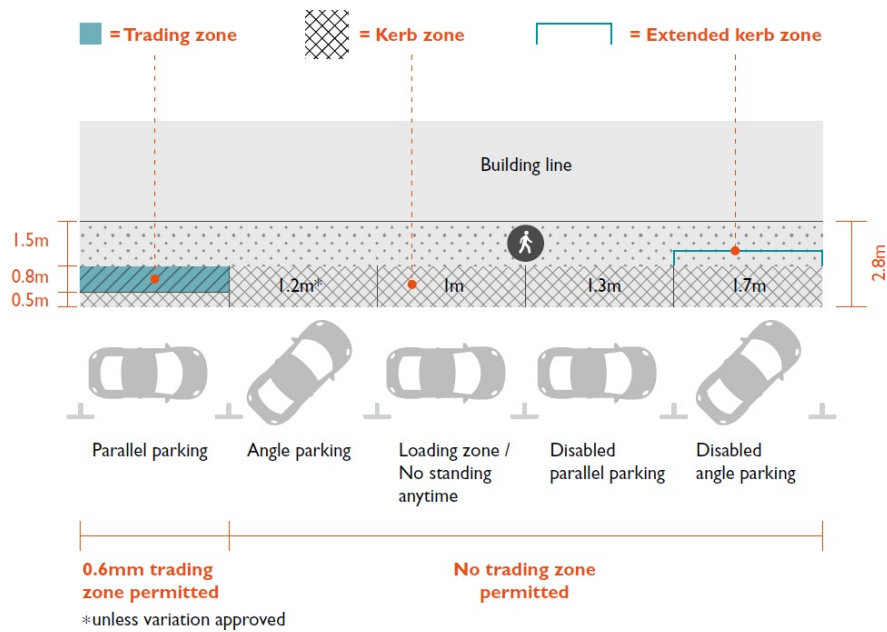
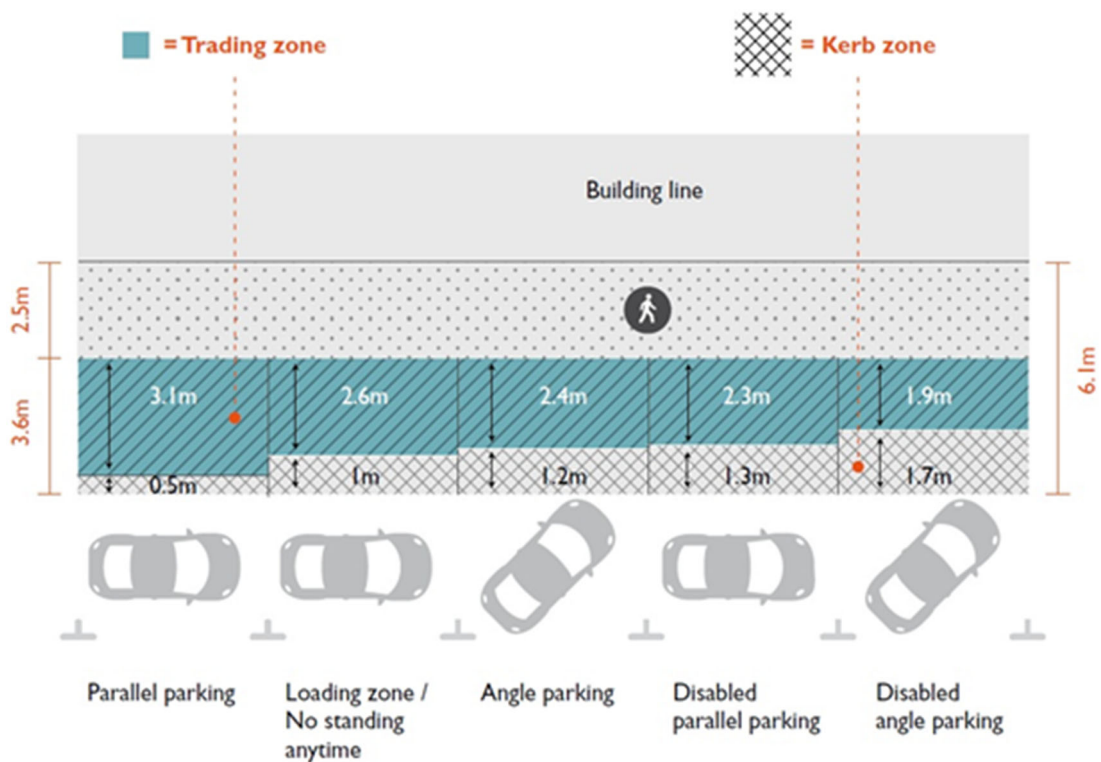


Diagram 6 - Footpath width 6100mm



2.6 Clearances within trading zones

2.6.1 Intersections – line of sight

To ensure adequate sight lines for vehicles, motor cyclists and cyclists, trading within 10m of an unsignalised or signalised intersection will be permitted subject to the following:

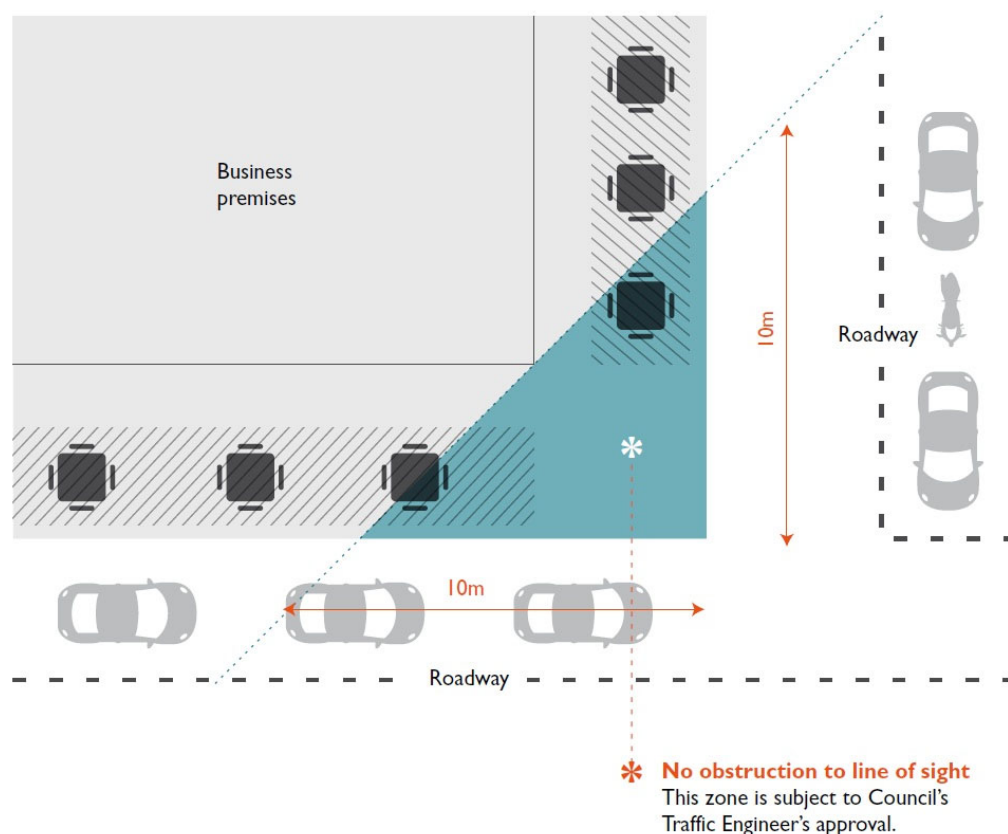
Unsignalised intersections:

- No obscuring of the driver's or other road users' line of vision by the placement of structures within the trading zone. In this case low structures (that do not obstruct the driver's line of vision) may be acceptable.
- An on-site assessment by the Council's traffic engineer that the proposed placement of structures does not cause a traffic hazard.

Signalised intersections:

- No obscuring of the traffic signals by any structure within the trading zone.
- An assessment by the Council's traffic engineer that the proposed placement of structures does not cause a traffic hazard.

Diagram 7 - Intersections – line of sight



2.6.2 Clearance from existing public infrastructure

Public infrastructure includes items on the footpath which are required for the community and for the benefit of the community. Minimum clearances are:

Table 3 – Clearances from existing street infrastructure

Public Infrastructure	Minimum Clearances from object
Litter bins Public seating Bicycle stands (from outer edges of stand) Fire hydrants Payphones Parking meters Traffic lights Pedestrian-operated lights Way-finding signs	1000mm
Trees and tree pit edge Electricity boxes	500mm
Electricity poles Street light poles	0mm

Well maintained public places improve the perception of how safe a place is and support the public's desire to occupy and use those places, in particular:

Public seating

Public seating gives people the opportunity to rest and take time out whilst walking to and from their destination. Public seating also provides a place for people to pause along busy walking routes, and creates informal meeting places.

Footpath trading should not compromise the ability of the general public or service contractors to access street furniture.

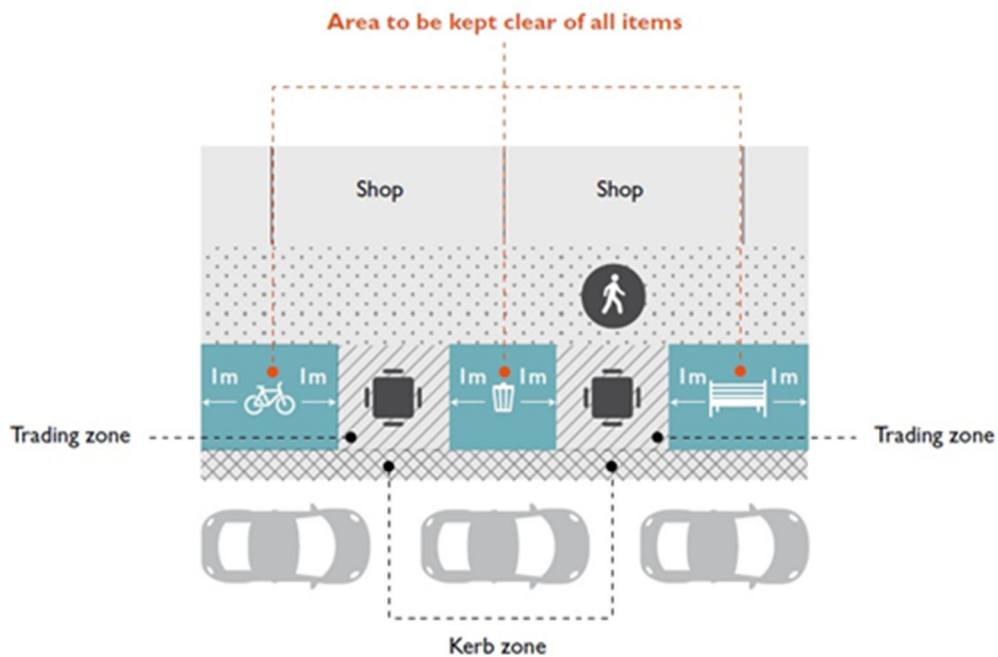
Street trees and tree pits

Clearance from existing street trees and tree pits must be maintained at all times to prevent damage to the root system. Tree pits that are uncluttered by furniture improve the attractiveness of the streetscape.

Bicycle stands and litter bins

Clearance from bicycle stands and litter bins must be maintained at all times to ensure direct access from the pedestrian zone and the kerb zone is provided to the community and council contractors.

Diagram 8 - Clearances from some public infrastructure



Way-finding signs

Way-finding signs have been installed throughout the City of Port Phillip to assist pedestrians visiting the area to navigate their way through an activity centre. It is important that clearance from these signs is maintained at all times to ensure access and visibility.

Electricity boxes, traffic lights, parking meters

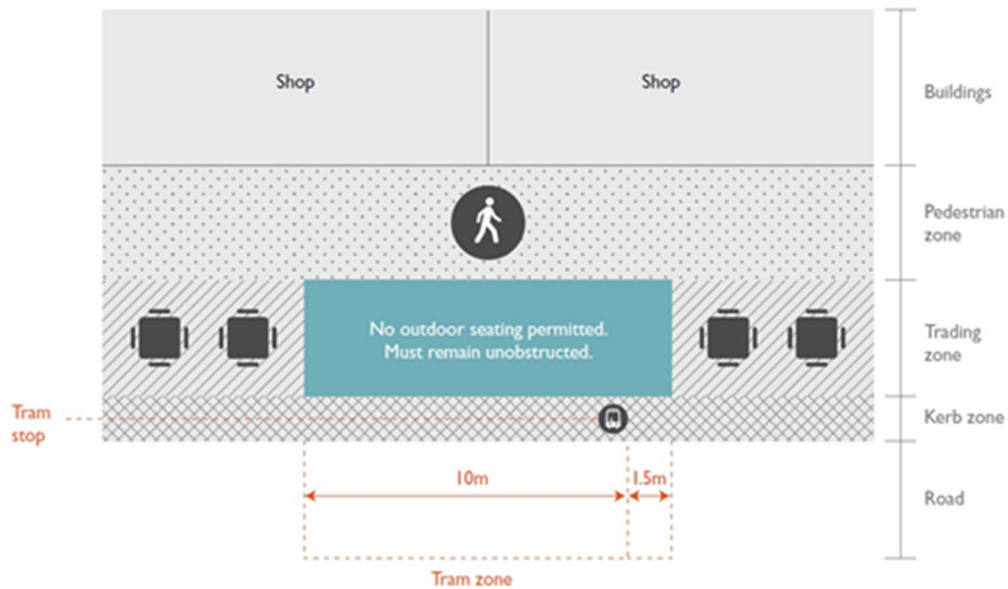
Clearance from essential public infrastructure is required at all times for access purposes.

2.6.3 Clearance from public transport infrastructure

Tram stops

Clearances from tram stops must be maintained at all times to ensure that direct access from the pedestrian zone is provided to passengers boarding and alighting from a tram. A minimum of 1500mm clearance must be kept from the departure side of a tram stop sign and 10m from the approach side. Refer to Diagram 9 - Clearance from tram stops.

Diagram 9 - Clearance from tram stops

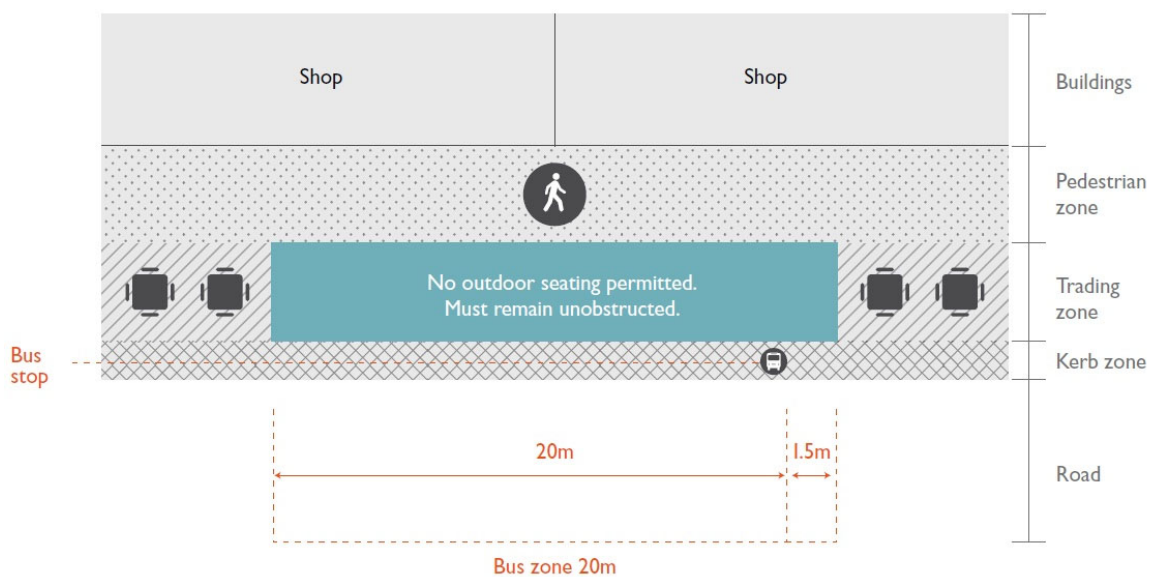


Bus zones

Clearances from bus zones must be maintained at all times to ensure that direct access from the pedestrian zone is provided to assist public transport users to enter and exit a bus. A minimum of 1500mm clearance must be kept from the departure side of a bus stop sign to ensure adequate access for bus users.

For the access and safety of bus users, outdoor seating is prohibited where a bus zone is 20 metres or less. Outdoor seating will be considered near bus zones over 20 metres. Refer to Diagrams 10 - Clearance from bus zones.

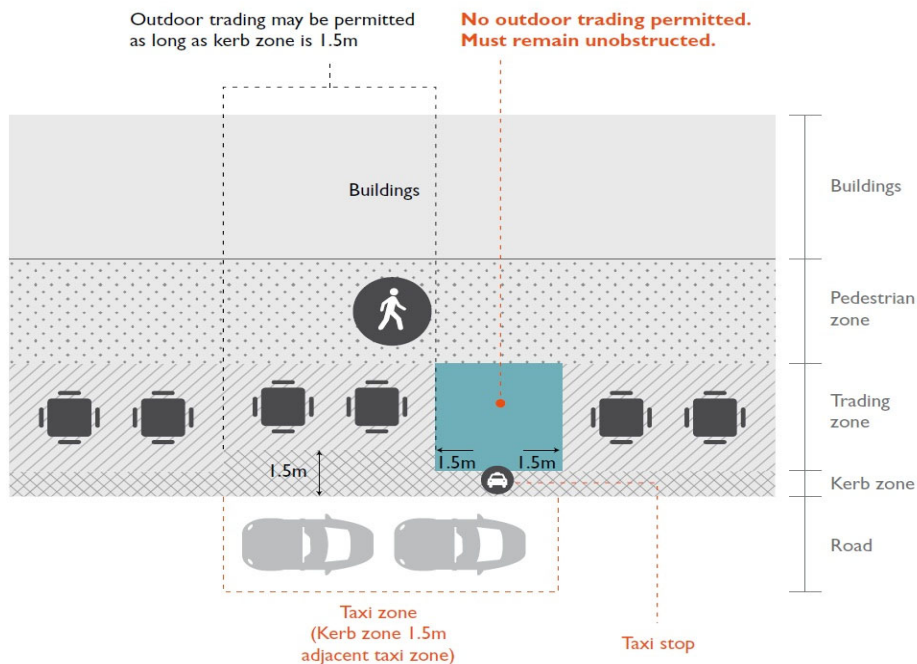
Diagram 10 - Clearance from bus zone



Taxi zones

Clearances from a taxi zone must be maintained at all times to ensure that direct access from the pedestrian zone is provided to all users of this service. A minimum of 1500mm clearance must be kept to either side of taxi zone signage to ensure adequate access for users and to maintain visibility for taxi drivers. Refer to Diagram 11 - Clearance from taxi zone.

Diagram 11 - Clearance from taxi zone



2.7 Smokers' area

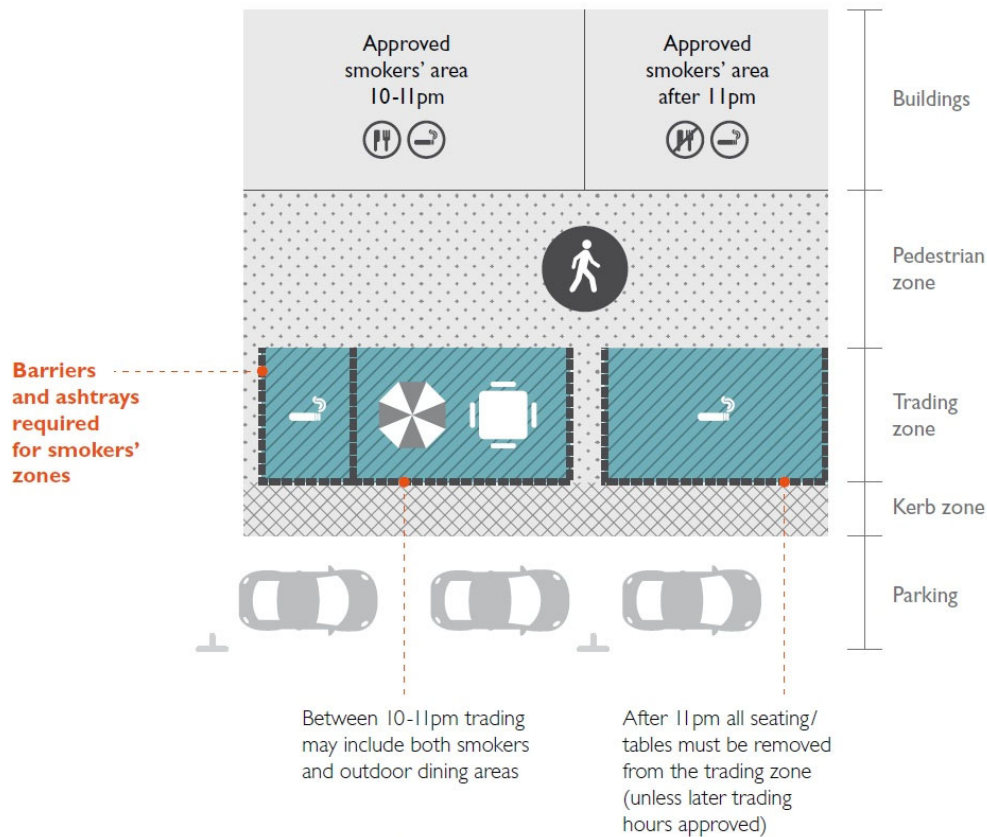
Council may permit a "smokers' area" within a trading zone. The operation of a 'smoker's area' must comply with the Tobacco Act 1987.

The following arrangements apply:

- Smokers are able to stand within the designated smoking area.
- Smokers' areas must be clearly delineated from any queuing areas.
- Umbrellas may also be permitted in the smokers' areas.
- Patron numbers are to be calculated at 1 person per 0.75m².
- No liquor, beverage or food is permitted to be consumed within the smoking area.
- Windproof ashtrays must be located within the designated area.

- The area must be fenced with suitable barriers. Existing screens or a rope and bollard system will be acceptable.
- The permit holder is responsible for managing the smoking area and must ensure that the pedestrian zone is kept clear.
- The smokers' area may commence operation between 10pm and 11pm until the close of business depending on the footpath trading permit.

Diagram 12 – Smokers' area within the trading zone



2.8 Queuing

2.8.1 Queuing- for general purposes

It is the permit holder's responsibility to ensure that their patrons or clients do not impede the flow of pedestrian traffic in the pedestrian zone. Businesses that attract a large number of patrons who queue outside the premises must accommodate these patrons in an orderly fashion within the trading zone.

2.8.2 *Queuing - for licensed venues*

It is the permit holder's responsibility to ensure the safe management of patrons queuing at venues. The guidelines below are based on the Design Guidelines for Licensed Venues, Victorian Commission for Gambling and Liquor Control.

The following applies:

- Queues of patrons are to be contained within the venue where practical.
- If the premises are located within a precinct or streetscape which has Council approval for the containment of queuing lines along the building line, the following arrangements apply:
 - An appropriate level of staffing be provided to manage the queue.
 - Queuing arrangements must not impede the continuous accessible path of travel for all persons past the premises.
 - Queuing areas are to be clearly delineated from smoker's areas.
 - Bollards/queue barriers/guides do not extend past the property line unless the applicant has obtained and submitted to the Council the written consent by the owner, body corporate and/or occupier of the adjacent premise(s).
 - A queue management plan is provided which includes:
 - A diagram of the footpath which shows the queuing arrangement, and
 - Venue management plan describing how to manage patrons on the footpath including matters such as advising queuing patrons of wait time, the placement of bollards/queue barriers/guides, ensuring there is room for foot traffic to pass and any other relevant matter.

2.9 Relocation of public infrastructure and/or improvement to abutting footpaths

In special circumstances applicants may request the City of Port Phillip to consider relocating public seats, litter bins or bicycle stands. This will be considered only if the new location is a better outcome for the general community.

If the proposal is to relocate furniture to the front of another premise, the applicant requesting the relocation should obtain written consent from the owner of the other building and the owner of the other business with their request.

All costs associated with the relocation of any public infrastructure, including the reinstatement of the pavement, will be borne by the person applying for the permit.

Council will consider a request to improve the conditions of the abutting footpath within its normal work schedule. An applicant may elect to contribute to the cost of these works to obtain an improved finish and stronger pavement surface.

These requests will be considered on a case-by-case basis and any outcome must be to the benefit of the community and complement the streetscape. The City of Port Phillip reserves the right to refuse any application if the Council's objectives are not met. Traders should take this into account when selecting a site.

2.10 Occupying an adjacent premises

If seeking to occupy the trading zone of an adjacent premise, the City of Port Phillip requires the applicant to obtain and submit to the Council the written consent by the owner, body corporate and/or occupier of the adjacent premise. The letters of consent should be provided on the third party's official letterhead. If the neighbouring business is sold, a new letter must be submitted to the Council by the new occupier.

The submission must include plans to scale including both premises, signing of the indemnity form for both properties and a copy of certificate of currency noting both premises. These applications will be referred to the Council's Traffic and Transport Planning Unit for approval.

The footpath is public space and as such is not owned by any one business. This means a business owner cannot charge "rent" for the use of the footpath in front of their premises.

In the instance where the use of the footpath is not adjacent to a business, Council may use its discretion to approve a permit if the outcome is to the benefit of the streetscape and the general community.

The City of Port Phillip will assess such applications on a case-by-case basis and reserves the right to approve or refuse any application with reference to streetscape and community outcomes.

Consent from the adjacent owner, body corporate and/or occupier may be withdrawn at any time. Depending on the circumstances, if consent is withdrawn during the permit period, the permit holder may be permitted to trade in front of the adjacent premises until the permit expiry date (30 June).

The City of Port Phillip will decide on a case-by-case basis if the permit should be withdrawn prior to the expiry of the permit.

In the event of withdrawal of consent, no refund will be made in respect of fees paid in advance for the use of the area in front of the neighbouring premises.

2.11 Toilet and sanitary conveniences

The addition of an outdoor area to an existing restaurant / café may lead to an increase in overall seating capacity. As such, these premises should have adequate toilet facilities available for customers and staff. The Council will assess the appropriate provision of toilet facilities on a case-by-case basis

Where the introduction of an outdoor area increases the total seating capacity beyond 20 seats it may be necessary to upgrade existing toilet facilities or retain the overall number of seats to 20 seats.

2.12 Delineation markers

To assist owners and managers to set up the outdoor trading area, delineation markers must be installed in the footpath according to Council specifications and at the applicant's cost. This will assist owners, managers and the general community to define the permitted outdoor trading area. Delineation markers may not be required where screens and sockets are installed and clearly indicate the trading zone.

The permit holder must ensure all furniture associated with outdoor trading is located within the defined trading zone.

2.13 Precinct-specific guidelines

Precinct-specific guidelines have been developed for the 11 major shopping centre precincts within the City of Port Phillip and are included as separate sheets for each precinct.

- Bay Street, Port Melbourne
- Clarendon Street, South Melbourne
- Bridport Street, Albert Park
- Victoria Avenue, Albert Park
- Armstrong Street, Middle Park
- Fitzroy Street, St Kilda
- Acland Street, St Kilda
- Carlisle Street, Balaclava
- Ormond Road/Glenhuntly Road, Elwood
- Glen Eira Road, Ripponlea
- South Melbourne Market

The Guidelines include dimensions and details as a guide for footpath trading within the nominated shopping precinct. The precinct-specific guidelines are available at www.portphillip.vic.gov.au/footpath-trading.htm

2.14 Decision –making on applications

Where applications meet all the Guidelines, the Council will normally grant a permit. In cases where an application does not clearly meet the Guidelines or where there are special circumstances, the application will be referred to the Council’s Footpath Trading Panel for further consideration. The panel will provide its recommendation to the authorised officer who will approve or refuse the permit application. The panel is comprised of senior officers from across the Council.

In some cases a variation to these Guidelines may be granted if the priority objectives can be met and there are extenuating circumstances. Each case will be decided on its merits.

Extenuating or special circumstances could include factors such as the following:

- Demonstrated hardship in conforming to new standards.
- Established precedent.
- Existence of mitigating factors such as street barriers, kerb extensions.
- Previous Council approval and prohibitive expense in replacing existing infrastructure, including evidence of contributions to street furniture, glass screens, etc.
- Supports the achievement of the footpath trading priorities.

The Footpath Trading Panel will provide advice on all applications using the Council’s footpath trading priorities (section 1.6), the footpath management standards (section 1.8) and the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017).

- The effect on pedestrian traffic flows and safety;
- The impact on the appearance of the street and its surroundings;
- The impact on residential amenity;
- The duration of use;
- The effect on vehicular traffic flows and safety;
- Compatibility with other uses in the street;
- Whether it is complementary to the primary adjoining use;
- Whether it is less intensive than the primary adjoining use;
- The applicant’s previous record of compliance;
- Any relevant policies of the Council; and
- Any other matter relevant to the application.

Once the panel has made a recommendation the authorised officer will either approve or refuse the permit application.

An applicant may request an amendment to permit conditions which should be made in writing and will be referred to the Footpath Trading Panel. They will make a recommendation to a different authorised officer who will make a decision on that request.

An applicant may also reapply for a permit which will be referred to the Footpath Trading Panel. They will make a recommendation to a different authorised officer who will make a decision on that application.

In addition to the above, the Footpath Trading Panel will also provide advice on any issues in relation to serious or ongoing breaches of permit conditions.

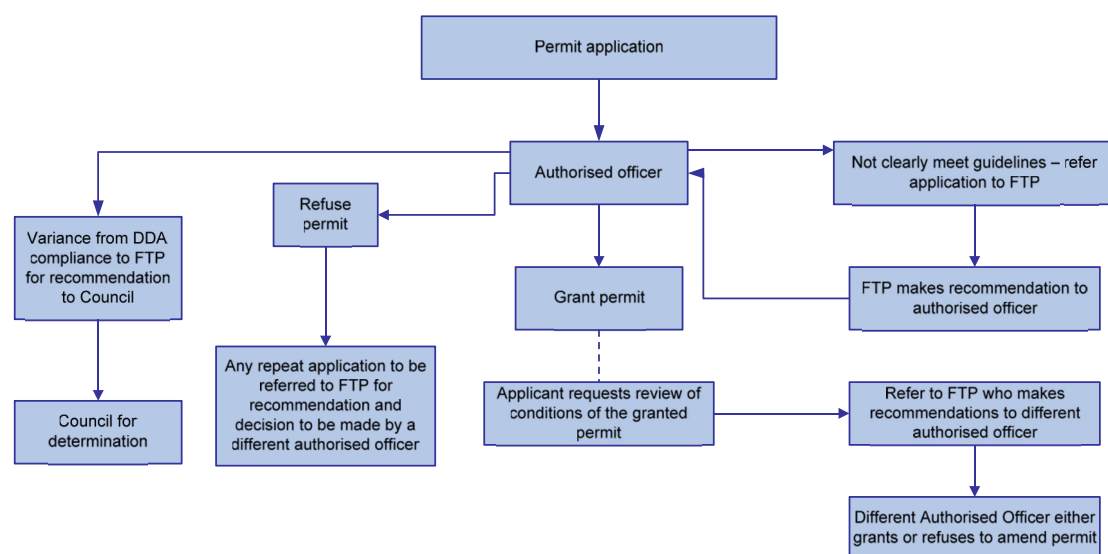
DDA Compliance:

The intent of DDA should be achieved at all times. Council does have some flexibility to allow departure from the intent of the DDA on a site by site basis. Such circumstances would include the following:

- Where temporary objects or structures located on the footpath effectively create a new building line which fits into the prevailing street pattern, or is sufficiently long enough to create its own prevailing building line, or
- Where there are isolated sites, or
- Where there is an obligation to consider broader community safety, for example, instances of queuing for licensed venues.

Applications that fall into any of the above categories are to be decided upon by the Council following a recommendation from the Footpath Trading Panel.

Diagram 13 - Footpath trading permit or permit amendment process



2.15 Events

The City of Port Phillip holds various events within the Municipality. During these events businesses are given the opportunity to participate by extending their outdoor trading areas. Some of the events are managed and permitted through the Council's Open Space & Recreation Services Unit.

Further information regarding St Kilda Festival can be found on <http://www.stkildafestival.com.au/> or contact the Festivals Office on: (03) 9209 6490.

2.16 Temporary permits

Temporary permits are offered to existing businesses wishing to occupy the footpath for short periods of time.

This can include a business owner wanting to:

- Promote their business during Christmas, Easter or a grand opening promotion.
- Extend an outdoor area during special events (i.e. Grand Prix, Christmas, Easter, activity centre festivals).

The sale of items on the footpath is not permitted.

These applications will be assessed on a case-by-case basis and approval is subject to Council's discretion.

FOOTPATH DINING

3.1 Tables and Chairs

3.1.1 *Design*

Tables and chairs must, at all times, be confined within the trading zone approved by Council.

- Tables and chairs in an outdoor area must be of an outdoor design style. Indoor-style furniture is inappropriate for use in an outdoor area.
- Tables and chairs should be hardy, sturdy and portable.
- Tables and chairs must be solid enough to resist wind gusts.
- Tables and chairs must be constructed of materials that do not deteriorate quickly.
- Tables and chairs must be easy to clean.
- All chairs and tables must have a minimum 30mm diameter rubber pad on their legs to protect the pavement surface. It is the business owner's responsibility to maintain the base of all items and to ensure items placed on the footpath do not cause damage to the existing footpath or other public infrastructure. The cost of repairing any damage caused will be borne by the applicant.
- Tables and chairs must be stackable for ease of storage and readily removed and stored within the indoor (private) part of the café as stipulated on the permit.
- Bar-style furniture will not be approved. A table must be between 700mm to 800mm in height and a chair or seat must be between 400mm to 500mm in height.
- No form of advertising is permitted on tables and chairs.
- The City of Port Phillip must approve all furniture before it is purchased and located on the footpath. All furniture designs will be considered on a case-by-case basis.

3.1.2 *Placement and storage*

The number of tables and chairs permitted on the footpath is determined by the size of the available footpath trading area directly in front of the applicant's premises and whether or not additional seating is likely to have a significant adverse impact on parking in the vicinity.

The following guidelines will determine the placement and storage of the furniture:

- No more than the maximum number of tables and chairs specified on the permit can be used in the footpath trading area.
- Tables and chairs must be set back from existing infrastructure, including street trees, lights and public furniture as previously defined in Table 3 in section 2.6.2.
- No furniture is permitted on grassed areas or nature strips.
- Tables and chairs may not be permitted next to serving windows.
- Tables and chairs must be removed and stored inside the premises outside of hours of operation.
- The applicant must ensure that adequate storage is provided on the premises for all approved footpath trading furniture. If the business operates initially beyond the hours approved on the permit, the applicant must indicate on plans and show the Council where the items will be stored. If there is insufficient internal storage area, the Council may allow outdoor furniture to be securely stacked within the trading zone until the close of business. Approval will only be given if the applicant can demonstrate that the furniture will remain securely stacked and the relocation of the outdoor furniture into the premises can be carried out without causing unreasonable noise and disturbance to any nearby residents.
- No fixed tables or chairs may be used in the footpath trading area.
- The number of tables and chairs placed within a footpath trading area must allow unobstructed access and circulation for patrons and staff.
- A minimum space of four (4) square metres is considered as the guideline for a table and four chairs (2m x 2m) and a distance of 500mm should be allowed between adjoining settings.
 - 2-person table requires a minimum of 2m² (unless a narrow footpath)
 - 3-person table requires a minimum of 3m²
 - 4-person table requires a minimum of 4m²
- Bench-style furniture is permitted for use in outdoor areas. However, it must be constructed of lightweight material to ensure it can easily be removed and stored within the premises in accordance with the hours of operation on the permit.
- Bench-style furniture must have a gap of 500mm between each table setting to allow unobstructed access and circulation for patrons and staff.

Table 4 - The following table outlines the maximum number of people approved per bench.

Length of bench seats	Number of People*
Less than 899mm	1-2
900mm – 1399mm	2-3
1400mm – 1899mm	3-4
1900mm – 2399mm	4-5
2400mm – 2900mm	5-6

* The maximum permitted number of people will be determined at the time of application assessment.

Diagram 14 - Furniture layout opportunities 1

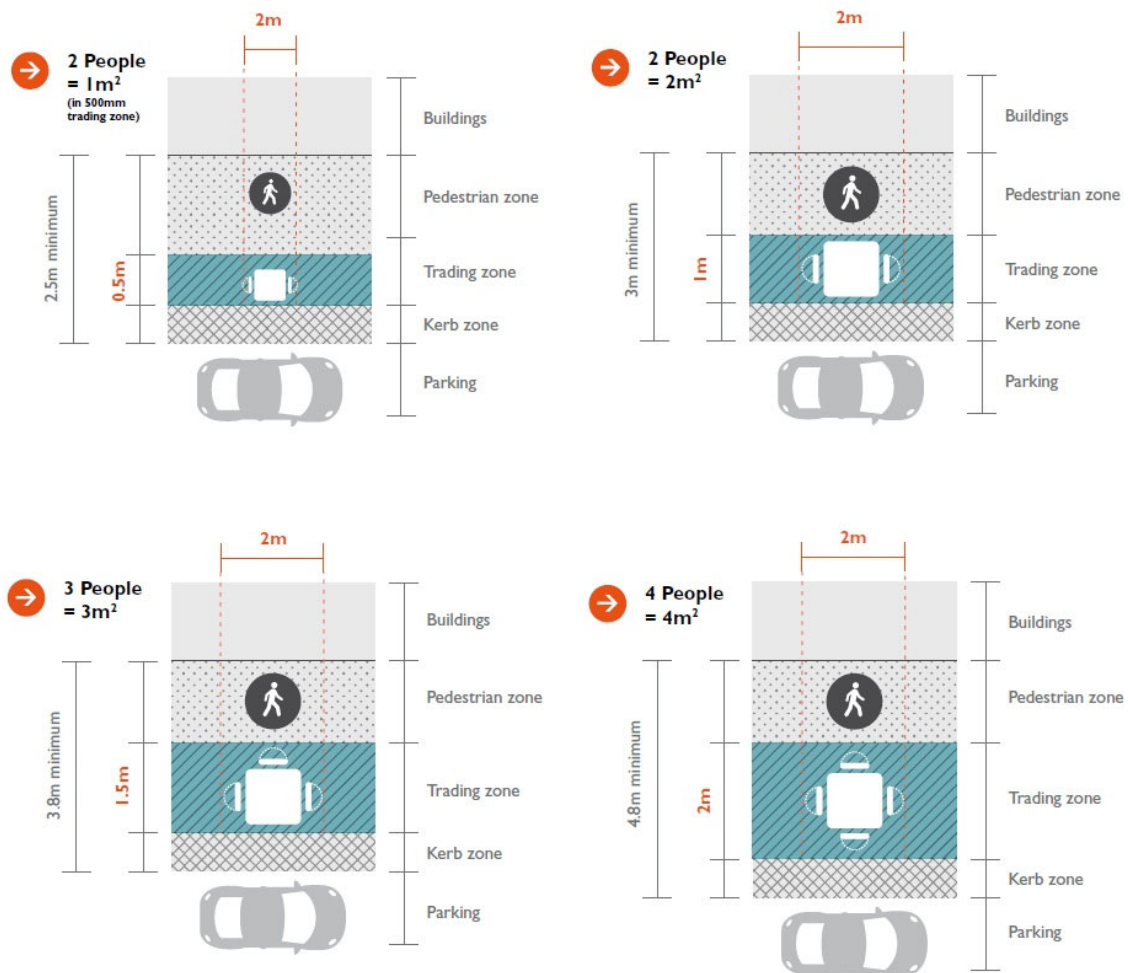
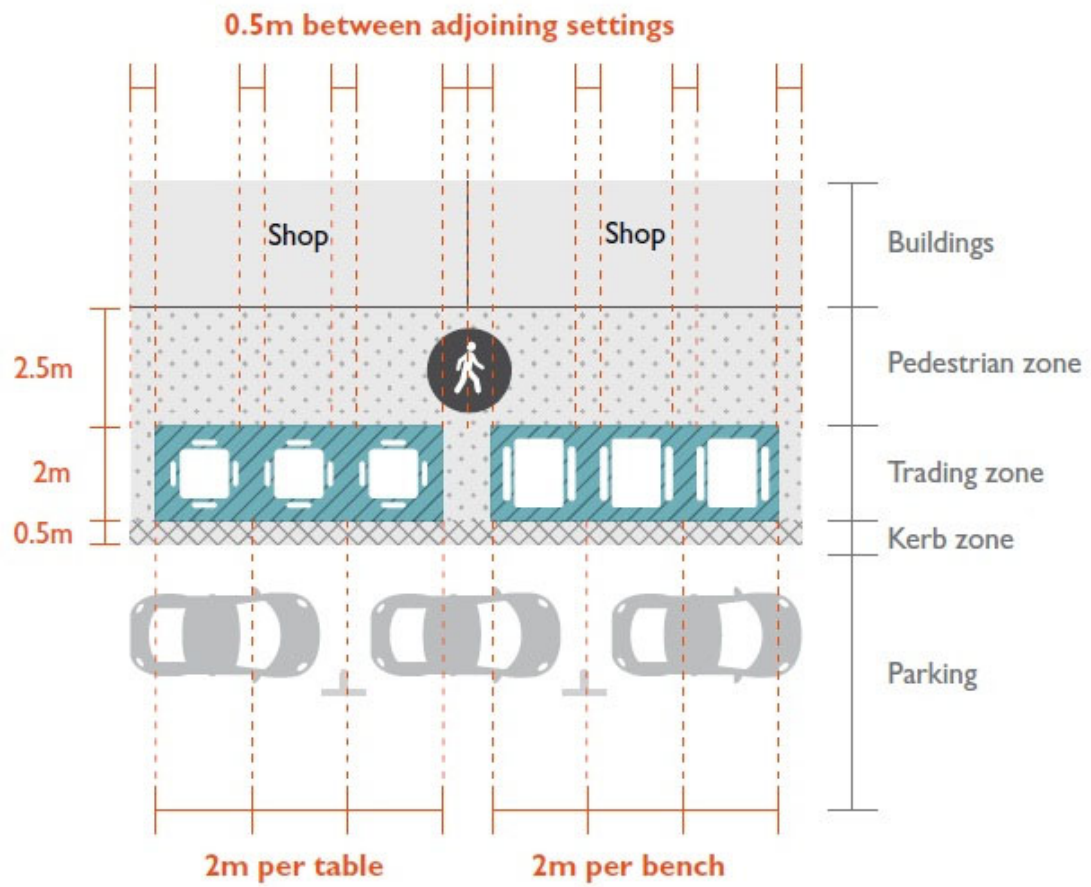


Diagram 15 - Furniture layout opportunities 2



3.2 Removable Screens

3.2.1 *Design*

- Screens can be used to assist businesses in containing their furniture within their approved trading zone.
- To preserve the general appearance and openness of the streetscape, the maximum height for removable screens is 900mm. 2.1m high screens are prohibited.
- Removable screens may vary in design but must complement the streetscape. All proposals will be assessed by Council to ensure that they do not detract from the surrounding area.
- All types of removable screens must be lightweight to ensure that they can be removed from the footpath in accordance with the footpath trading permit issued.
- No other structures (including drop-down blinds, awnings, menu boards) can be attached to the screens at any time.

The City of Port Phillip will consider the approval of screens on a case-by-case basis and applications will be assessed according to available space, streetscape, pedestrian activity, amenity and traffic conditions.

3.2.2 *Placement and storage*

- All removable screens must be secure, with a number of screens secured in an in-ground socket to ensure that they are not moved or knocked over. Refer to section 3.6, In-ground socket.
- The applicant must ensure that adequate storage is provided on the premises for all approved footpath trading furniture. If the business operates past the hours approved on the permit, the applicant must show the council where and how the items will be stored and moved between the end of footpath trading and the close of business.
- In narrow streets screens will only be permitted between the kerb zone and the trading zone parallel to the road. Screens running perpendicular to the road are not permitted.

3.3 Glass Screens

Glass screens may be permitted subject to available space, urban character, existing street infrastructure and traffic conditions.

Applications will only be considered if the premises are within a nominated activity centre, commercial or industrial zoning and where the footpath is 6.0m or greater in width.

Glass screens should not adversely affect the openness and streetscape and heritage character of the precinct. The City of Port Phillip is unlikely to permit glass screens where they create a cluster of continuous glass screens along the footpath.

3.3.1 *Design*

Glass screens should be developed in accordance with the design specification in attachment 1A and in accordance with the guidelines below. Specifically:

- The pedestrian zone must be 2800mm wide or greater depending on the overall width of the footpath.
- Glass screens must be no higher than 1500mm above the level of the footpath.
- Poles that support glass screens must be fixed into the ground with galvanized sockets.
- A gap of 100mm is required between the base of the glass panels and the ground.
- No other structures (i.e., blinds, awnings, menu boards) can be attached to the glass screens at any time.
- Glass panels must be transparent and kept clean at all times.
- Advertising on glass screens is not permitted. Only the business/company logo can be displayed on every second panel and on the two end returns closest to the pedestrian zone.
- All logos cannot be greater than 0.075m² (i.e., 15cm (h) x 50cm (w)).
- Glass screens must be maintained to a safe standard for the public and any damage must be repaired immediately.

Details of screens must be provided on the plans submitted with an application.

3.3.2 *Placement and storage*

- A 1500mm break must be provided in the centre of an outdoor area that is 10m or greater in length.
- Glass screens must not enclose trees and tree pits, refer to table 3 for minimum clearances.
- Glass screens must not extend past the property boundary.

A footpath trading permit for glass screens and a road opening permit must be obtained prior to any construction and works. More information on road opening permits can be found on http://portphillip.vic.gov.au/road_opening_permit.htm

3.4 Transparent drop-down blinds.

Since 2 August 2017, the City of Port Phillip has prohibited any new transparent drop-down blinds to all elevations of a footpath trading zone.

3.5 Retractable awnings

If the primary use of an awning attached to a building or verandah is required for outdoor seating, a permit must be obtained from the footpath trading unit under the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017).

If, however, an awning or sunblind is required and the use is not related to outdoor seating, a permit may be required from the Council's planning department.

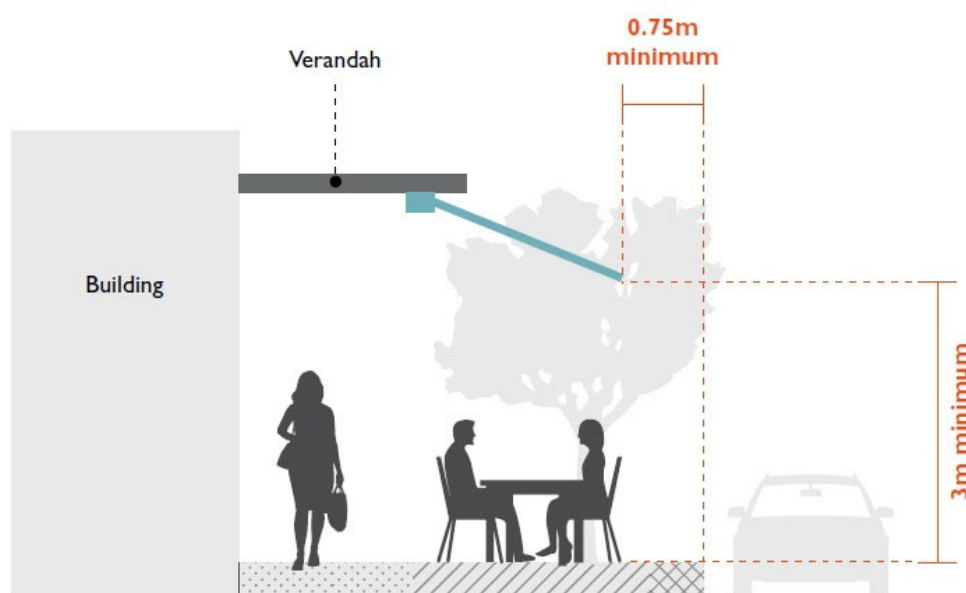
3.5.1 Design

Retractable awnings must comply with the requirements of the building regulations with regard to projections beyond a street alignment. Alternatively, the report and consent of Council's municipal building surveyor must be obtained for awnings that do not comply with the following regulations: Verandahs (Building Regulations 507)

A verandah must not project beyond the street alignment:

- Unless it is set back not less than 750mm from the kerb; and
- At a height less than 3m above the level of the footpath.

Diagram 16 - Retractable awning attached to a verandah

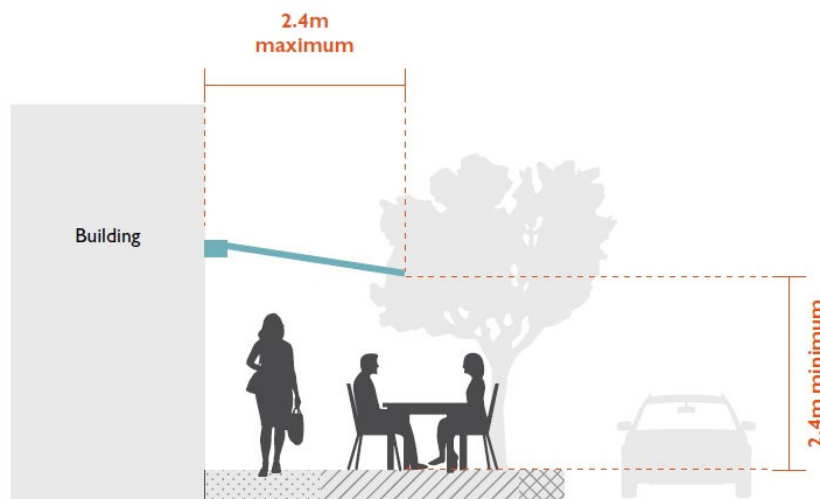


Sun blinds and awnings (Building Regulations 508)

A sunblind or awning must not project beyond the street alignment:

- More than 2.4m; and
- At any height less than 2.4m above the level of the footpath.

Diagram 17 - Retractable awning attached to a building



- Anything attached to a building or verandah requires a building permit.
- Awnings must not be attached to any item on the footpath.
- Awnings must not be attached to any types of screens.
- Awnings in a heritage overlay will be referred to the Council's heritage advisor.
- Council may refuse an awning attached to a significant heritage building or within a heritage overlay.
- No advertising is permitted on an awning.

3.5.2 *Placement and storage*

Awnings must be retracted when the outdoor area is not operating.

3.6 **Umbrellas**

Umbrellas should only be used where existing shelter such as verandahs, canopies or trees do not provide sufficient sun protection. The use of umbrellas where existing awnings are present gives a cluttered appearance and detracts from the building façade and appearance of the street.

3.6.1 Design

The following design standards apply for umbrellas:

- Colour of umbrellas must be sympathetic to heritage values and the streetscape.
- The width of the umbrella must not protrude into the kerb zone causing a hazard to passing people or vehicles.
- The umbrella may overhang into the pedestrian zone provided there is a minimum clearance of 2.2 metres.
- Umbrellas must be securely fastened into the footpath with an in-ground socket to ensure public safety. Refer to section 3.6, In-ground sockets.
- Umbrellas must be secured to the sockets to ensure they are not lifted by strong winds.
- Umbrellas must not obstruct traffic signals.

3.6.2 Placement and locations

- Umbrellas take up space within a trading zone. This must be taken into account when considering the furniture layout.
- Umbrellas are only permitted where approval for tables and chairs has been permitted or within a smokers' area.
- Umbrellas must be removed from the footpath in accordance with the footpath trading permit issued.

3.7 In-ground sockets

Sockets are compulsory for all umbrellas and for some removable screens. The following design standards apply for in-ground sockets:

- Sockets must be made of stainless steel and have an auto shut lid to prevent the lid staying open and creating a hazard on the footpath.
- Sockets must be installed in a concrete slab to ensure that if any footpath rehabilitation is required sockets are not removed. For concrete footpaths the concrete slab is to be a saw-cut joint.
- Sockets must be installed flush to the level of the footpath, and no parts should project above footpath level when not in use.
- Sockets must be installed in accordance with manufacturer's specifications.
- The integrity of the footpath is the installer's responsibility and any damage must be reported to Council. Rectification is at the installer/permit holder's

expense.

- The installer must check for underground services by contacting Dial-before-you-dig on <http://www.1100.com.au/default.aspx>
- The installer must ensure underground services are not damaged during installation.
- The permit holder is responsible for the ongoing maintenance and condition of the sockets.
- Evidence must be submitted when renewing permits that demonstrates the sockets and lids are maintained in a good condition.
- When the permit or use lapses the top plate must be replaced with a non-opening version.

Applications for footpath trading which necessitate the use of in-ground sockets must provide full details of the sockets in accordance with the indicative drawing, refer to Attachment 1B. A plan must accompany the application indicating the number of sockets and the location.

A footpath trading permit and a road opening permit must be obtained prior to the commencement of any construction and works. More information on road opening permits can be found on http://portphillip.vic.gov.au/road_opening_permit.htm

3.8 Outdoor gas heater

Whilst outdoor heating does provide a more pleasant environment for patrons, heaters do waste energy and contribute to greenhouse gas emissions. Traders should monitor the usage of heaters within the outdoor area and aim to minimise wasteful practices.

A footpath trading permit is required to fix and use outdoor heaters within an approved footpath trading area.

There are two types of outdoor heaters that can be used:

- 1)** Freestanding heaters – gas freestanding heaters (mushroom or patio heaters are common). Freestanding gas heaters must be stable, self-supporting, properly managed and maintained. Freestanding electric radiant heaters are not permitted for heating footpath trading areas.
- 2)** Fixed heaters – tubular, mushroom and rectangular radiant panel heaters can all be mounted to existing structures above seated outdoor areas. Fixed gas heaters with time control are preferred, however, permission may be granted for electric radiant heaters in certain circumstances.

3.8.1 Freestanding patio heaters

Gas heaters are commonly used to heat outdoor dining areas. Due to the potential fire and explosion risks associated with gas heaters it is important that they are properly managed and maintained.

3.8.1.1. Design

- An outdoor gas heater must be installed and operated in accordance with the manufacturer's instructions, such as required clearances from combustibles, maintenance and replacement requirements, performance of safety checks.
- Radiant electric heaters will only be considered for approval where there is no mains gas to the property, and the heaters are fixed to existing structures. Electric heaters must be fitted with a push-button timer control or similar to reduce unnecessary running time.
- Regular safety checks should be conducted on the gas heater to check for leaks.
- Gas heaters should comply with relevant Australian standards and regulations (AS/NZS 1596:2008 Storage and Handling of LP Gas) and be certified by the Australian Gas Association or equivalent body (e.g., SAI Global)
- Gas heaters are only permitted where approval for tables and chairs has been permitted, and must be placed primarily for the benefit of seated patrons.
- Permit holders should ensure that the manufacturer's instructions are followed for installing and operating a heater.

3.8.1.2. Placement and location

- Gas heaters must be located within the approved footpath trading area in accordance with the approved footpath trading permit.
- Gas heaters take up additional space within a trading zone and this must be taken into account when considering the furniture layout.
- Gas heaters must be removed from the footpath trading zone in accordance with the footpath trading permit issued.

3.8.1.3. Management

- A member of staff should be assigned the role of gas supervisor to monitor the safe use and storage of gas heaters and cylinders. All staff should be trained in operating the gas heater, in hazards of using gas and in relevant safety procedures. The gas supervisor should be fully conversant with the manufacturer's instructions, clearances requirements, safety checks for holes and leaks and how to safely store and handle gas cylinders.
- Preventative maintenance should be scheduled and conducted on all outdoor gas heaters on a regular basis. All maintenance performed should be documented and updated as necessary.

- Gas safety rules should be implemented and followed by all staff (for example, do not use portable heaters indoors).
- The applicant must ensure that they are covered under their insurance policy for the use of gas heaters.
- The outdoor dining area should be supervised closely to prevent unauthorised relocation and operation of gas heaters by patrons.
- All outdoor gas heaters should be checked by a licensed gasfitter every 12 months or sooner if required. Council can require documentation.
- Gas cylinders must be stored in an external and secure location. Gas cylinders are not permitted to be stored inside premises.
- Outdoor heaters should only be switched on at a patron's request. Staff should monitor the usage of heaters within the outdoor area, and switch heaters off when the area is not being patronised, as this contributes to the waste of energy and greenhouse gas emissions.
- All gas cylinders must be located in a secure and well-ventilated external location.
- The transfer of gas from one cylinder to another must not be conducted at a business premises.

3.8.2 Fixed heaters

3.8.2.1 Design

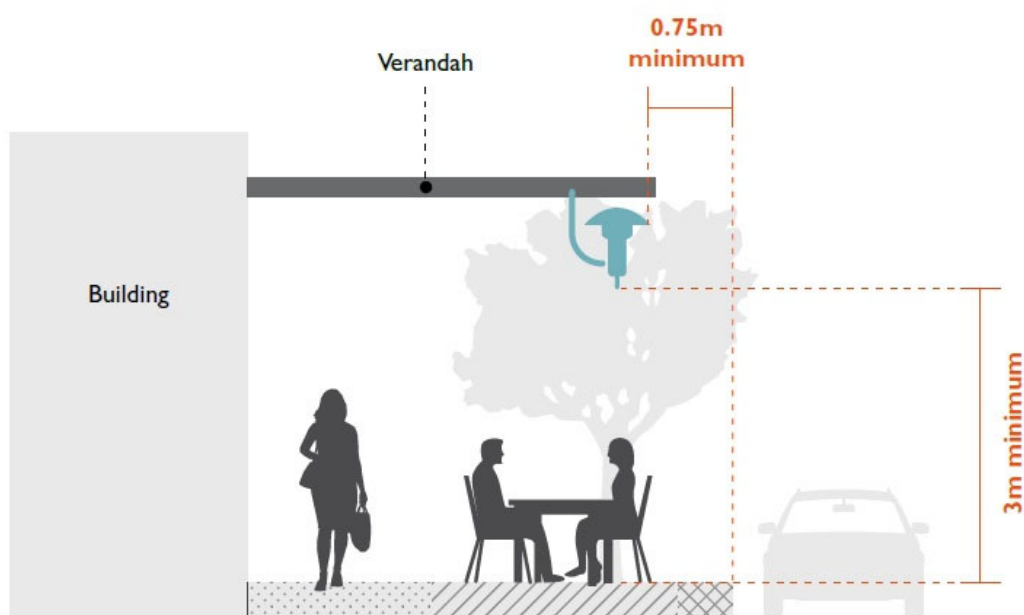
Fixed heaters must comply with the requirements of the building regulations. Alternatively, the report and consent of Council's municipal building surveyor must be obtained for heaters that do not comply with the following regulations:

Verandahs (Building Regulations 507)

A verandah must not project beyond the street alignment:

- Unless it is set back not less than 750mm from the kerb; and
- At a height less than 3m above the level of the footpath.

Diagram 18 - Heaters attached to a verandah



- Fixed gas heaters attached to a verandah require a building permit.
- Fixed gas heaters must be installed in accordance with the manufacturer's instructions for installing and operating.
- Council reserves the right to refuse a fixed heater attached to a significant heritage building. Any applications for fixed gas heaters in a heritage overlay will be referred to the heritage advisor.

3.8.2.2. Applications

Applications for footpath trading involving outdoor heating must be accompanied with a plan detailing compliance with the above guidelines.

3.9 Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons. The permit holder must regularly remove cigarette litter and dispose in bins kept inside the premises.

Failure to provide suitable windproof ashtrays may result in enforcement action and possible cancellation of the permit.

Permit holders found sweeping cigarette butts into the gutter immediately forfeit all rights to trade on the footpath.

3.10 Advertising

Details of all proposed advertising must be included in a footpath trading application and is subject to approval by the Council.

Applicants may feature the name of their business or relevant product name on umbrellas and screens only.

Advertising on glass screens is not permitted. Only the business/company logo can be displayed on every second panel and on the two end returns closest to the pedestrian zone.

3.11 Liquor licenses

Liquor is not to be sold, consumed or served within the trading zone unless approved by the Council and the Liquor Licensing Commission. Applicants must comply with the liquor licence conditions and footpath trading permit conditions at all times.

In some instances, where there will be a future liquor licence application, the application will be referred to the Council's Footpath Trading Panel for advice prior to the determination.

Significant breaches include breaches of the liquor licence and will result in immediate forfeit of the footpath trading permit. Permit holders will be held responsible for the management of their patrons and any history of anti-social behaviour by patrons consuming alcohol may affect future renewals. Refer to section 5.4, Monitor compliance with approved permit.

To include the trading zone in a liquor licence, contact Victorian Commission for Gambling and Liquor Regulation 1300 182 457, or visit <http://www.vcglr.vic.gov.au/home/liquor/>

3.12 Portable advertising signs / advertising boards

Advertising signs/A-boards give businesses the opportunity to advertise their goods and services. The following standards apply to the approved use of the footpath for Advertising signs/A-boards:

- Any approved advertising signs must be displayed within the trading zone adjacent to the kerb zone. An advertising board must not be located against the building or in the centre of the footpath.
- Approved advertising boards must not exceed 1m in height and 0.7m in width.
- Approved advertising boards must be displayed outside the premises to which they relate, during business hours as indicated on the footpath trading permit.
- They must not be affixed to any footpath, building, street furniture, pole or

- other structure. Advertising boards can be weighted so they do not move.
- Approved advertising boards must not be located too close to an intersection. Refer to Diagram 7 - Intersection line of sight.
- Only one approved advertising board is permitted per business premise.
- Only one approved advertising board will be permitted for premises that have more than one occupant. An application must be made by the body corporate or centre management and include an agreement between all interested parties on how that advertising board is used.
- The City of Port Phillip will consider the approval of advertising signs on a case-by-case basis and applications will be assessed according to available space, streetscape, pedestrian activity, amenity and traffic conditions.

3.13 Display of goods

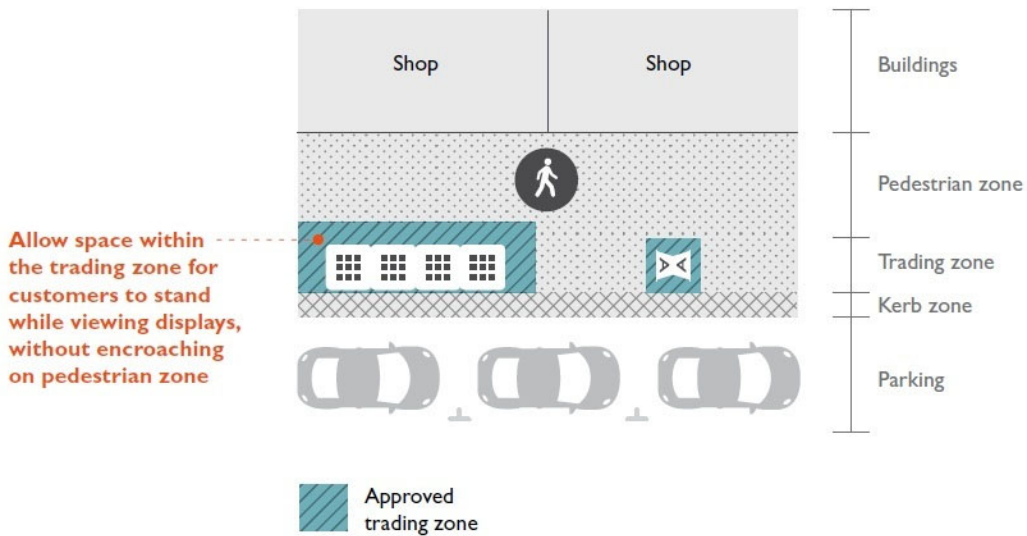
Display of goods gives businesses the opportunity to display items that are sold within the premises. The sale of items on the footpath is prohibited.

The following standards apply to the approved use of the footpath for the display of goods:

- Goods must be secured, protected and displayed in an approved barrier so they are not displaced by wind or other elements or create an unsightly display on the public thoroughfare.
- No loose items or boxes containing items are permitted on the footpath. All display of goods must be located within a stand or table.
- Display stands on wheels must ensure that the wheels are lockable.
- Goods must be located within the trading zone adjacent to the kerb zone. They must not be located against the building or in the centre of the footpath.
- The display must not take up the entire width of the trading zone. Sufficient space should be provided for customers within the trading zone to stop and browse at any displays without intruding into the pedestrian zone.
- In some instances approval for display of goods may not be permitted in narrower streets.
- Displays must be placed outside the premises to which they relate, during business hours as indicated on the footpath trading permit.
- Displays must not be affixed to any footpath, building, street furniture, pole or other structure.
- Displays must not exceed a height of 1200mm.

- Food displays are not permitted on the footpath except for greengrocers.

Diagram 19 - Layout for display of goods and advertising boards



3.14 Planter boxes

Planter boxes can be used to improve the look and feel of an outdoor trading area. A footpath trading permit must be obtained for the use of planter boxes or planters. The following standards apply to an approved planter box on the footpath:

- Planter boxes must be placed outside the premises to which they relate, during business hours as indicated on the footpath trading permit.
- They must not be affixed to any footpath, building, street furniture, pole or other structure.
- Planters must be located within the trading zone. They must not be located against the building.
- Planter boxes must be no higher than 900mm and no longer than 1800mm.
- Planters can be used as screens to divide and define the trading zone from neighbouring trading zones.
- They must not be placed in the centre of the footpath or extend outside the designated trading zone.
- To provide access to the street, there must be a 1m space between kerbside planter boxes and neighbouring trading zones. Refer to Diagram 3 - Gap between adjoining trading zones.

- Planter boxes must be lightweight to ensure removal from the footpath in accordance with the approved footpath trading permit.
- The City of Port Phillip will consider the approval of planter boxes on a case-by-case basis and will be assessed according to available space, streetscape, pedestrian activity, amenity and traffic conditions.

In certain cases, the Council will permit planter boxes to remain on the footpath permanently subject to the following:

- There is a 100mm gap between the underside of the planter box and the ground.
- The planter boxes must be designed to enhance the streetscape and constructed from durable materials.
- Plants are in a good healthy condition and maintained all year round.

APPLICATION PROCESS

4.1 Applying for a footpath trading permit

Applicants are advised to read and familiarise themselves with these Guidelines prior to making an application to Council. Understanding the responsibilities involved in managing the footpath area, design requirements, legal obligations, costs involved and other relevant matters detailed is important.

All footpath trading permits expire on 30 June of every year. (Refer to Renewal of an existing permit, below).

Required information with application:

Prior to any formal consideration, the following information is required from the applicant when submitting a completed application form:

- A copy of your planning permit for the business or written advice from Council's Statutory Planning Unit indicating that a planning permit is not required for the proposed/existing business to which the outdoor area relates.
- Where relevant, a copy of the approved Liquor Licence for the premises to which the footpath area relates.
- Proof of the company and business registration certificates; showing the company name, ACN, ABN and business name.
- A site plan of existing conditions to scale 1:100 accurately showing the following:
 - width of the building frontage.
 - the abutting properties – (business names).
 - existing infrastructure, including existing trees, light poles, rubbish bins, street furniture, fire hydrants and pits. Car parking and parking restrictions and other relevant features.
 - all dimensions associated with the footpath area must be shown.
- A site plan of the proposed footpath activity must be shown on a fully dimensioned plan at scale 1:100 accurately showing the area and layout of the proposed footpath activity clearly showing compliance with the requirements of these Guidelines. This includes the proposed location of chairs, tables, screens, heaters, umbrellas, advertising signs, in-ground sockets and the required zone dimensions.

- Photographs of the site clearly showing the proposed footpath activity zone relative to buildings and existing features in the footpath area.
- Details of furniture including colour photographs or detailed design drawings scaled at 1:100 of the proposed furniture, including any screens, planter boxes, heaters and umbrellas.
- Details of any advertising including a colour photograph or detailed design drawings to scale of any proposed advertising logo, and clear indication of its size and location on screens and umbrellas. If total advertising area exceeds 8.0m² a planning permit is required first.
- Public liability insurance. The City of Port Phillip requires the insurance policy to note Council's interest and be for the amount of no less than \$10,000,000 in respect of any single occurrence. Public liability insurance must remain current and valid for the life of the permit.
- Form of indemnity to indemnify the Council against all claims of any kind arising from any negligent act either by the permit-holder or the permit-holder's agents and users.
- Application fee payable to the City of Port Phillip (non-refundable), being the fee for on-site meeting, review and assessment of the application.

Failure to submit all the above details may result in delays in processing the application or rejection of the application.

4.2 Applying for glass screens, retractable awnings, fixed heaters, or planter boxes

Required information from the applicant

Prior to any formal consideration, the following information is required from the applicant when submitting an application form:

Information required to assess your application will include:

Completed application form

- **Site plan of existing conditions at 1:100 scale**, accurately showing the following:
 - Width of the building frontage.
 - Footpath area from the building line to the kerb.
 - Existing verandah and/or awnings.
 - Existing location of chairs and tables, umbrellas and other furniture.
 - Existing location of public infrastructure (including street trees, telephone poles and parking restrictions).
 - All underground services.

- Site plan of proposed conditions at 1:100 scale, accurately showing the footpath area and the layout of the proposed glass screens, retractable awnings, heaters, and planter boxes.
- Elevation plans scaled at 1:100 showing the following:
 - Front and side elevations.
 - Total height of glass screens, retractable awnings, heaters, transparent drop-down blinds and planter boxes, including any clearances from the ground to the bottom of any glass screen or planter box.
 - Total height from the ground to the lowest point of the fixed heater or awning.
 - Any slope of the footpath.
 - The distance between the top of the glass screens and anything directly above including canopy, awning and fixed heaters.
- **Details of all advertising on screens.**
 - Size and positioning of advertising/company logos (preferably placed only on the two end returns and only two of the glass panels facing the building).
- Application fee payable to City of Port Phillip (non-refundable), being the fee for on-site meeting, review and assessment of the application.

4.3 Council assessment and consideration

On receiving an application the Council's footpath trading officer will:

- Check that all relevant information has been received.
- Check that the footpath trading would be associated with a use legally established under the Planning and Environment Act 1987.
- Check the application to ensure it meets the intent and requirements of the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and the Footpath Trading Guidelines.
- Refer the application to other departments within Council for advice and comment as necessary.
- Inspect the site and check the accuracy of submitted application plans.
- Assess the application against other outstanding matters that may relate to the premises.
- Advise the applicant of any changes that need to be made to the submitted

plans and await re-submission.

- Assess the application including referral to the Council's Footpath Trading Panel if appropriate.
- Approve or refuse the permit application.

The Council will invoice the applicant for the costs associated with locating furniture on the footpath. Once payment has been made and the permit has been issued, operation within the approved footpath area can commence.

Fees paid are for the current financial year, 1 July to 30 June. Footpath trading permit fees are non-refundable.

4.4 Display of permit registration

Permit-holders must display the current permit registration sticker clearly and legibly on the shop-front window.

4.5 Amendments to an existing permit

Permit-holders must submit an application form for any amendments to an existing permit. Amendments may include changing furniture design, adding furniture or increasing advertising.

The Council assessment and consideration process will be followed.

The City of Port Phillip reserves the right to amend permit conditions to ensure compliance.

An amendment fee is payable for officer assessment and liaison.

4.6 Transfer of ownership

A footpath trading permit applies only to the premises for which it is issued and is not transferable from one premises to another on the sale or transfer of ownership. There is no legal attachment to the sale or transfer of ownership of a business.

To ensure a footpath trading permit remains valid, the new proprietor must apply to transfer the ownership of the existing footpath trading permit within 28 days and must ensure that the current footpath trading permit complies with current guidelines.

The City of Port Phillip reserves the right to reassess and amend permit conditions to ensure compliance with the Footpath Trading Guidelines.

It is the responsibility of the existing proprietor to include the balance of the remaining permit fee in the sale of the business.

An upfront transfer of ownership fee is required for officer assessment and liaison.

4.7 Renewal of an existing permit

Permits for footpath trading are renewed annually at the beginning of each financial year. A renewal notice is issued for all existing permit holders. It is the responsibility of the permit holder to ensure all permit renewal details including public liability, amendments and fees are forwarded to the Council by 30 June. Failure to provide all renewal documentation and fees will result in the cancellation of the permit.

The City of Port Phillip reserves the right to reassess and amend permit conditions to ensure compliance with the Guidelines.

MANAGEMENT AND RESPONSIBILITIES

5.1 Permit holder's responsibilities

Daily management

The management of a footpath trading permit is the responsibility of the permit-holder. To ensure appropriate management, permit-holders are required to:

- Operate in accordance with the conditions of the permit, endorsed plans and the requirements and objectives as outlined within these Guidelines.
- Monitor the trading zone, for example, observing patrons at all times and responding to behaviour that may interfere with the use, enjoyment and personal comfort of others using the footpath area.
- Observe all local law provisions relating to footpath trading, including noise, responsible serving of liquor, health and amenity.
- Maintain access for all users in and around the footpath at all times, repositioning furniture when moved outside the trading zone by patrons.
- Uphold the cleanliness of the footpath area, ensuring tables and chairs are kept clean and litter is removed and deposited in bins kept inside the premises.
- Remove all approved furniture from the footpath area in accordance with the conditions stated on the footpath trading permit.
- Where permanent furniture has been approved, the footpath area and surrounds must be thoroughly cleaned by the permit-holder.

5.2 Council responsibilities

5.2.1 *Maintenance of the footpath*

The Council manages the maintenance of the footpath and reserves the right to reclaim access to the footpath and remove all footpath trading furniture at any time.

5.2.2 *Compensation and loss of trade*

There is no compensation for the removal of footpath trading furniture or any loss of trade when service authorities and others are required to carry out works within the road reserve. It is the responsibility of the permit holder to reinstate fittings or fixtures, not the person, service authority or contractor executing the works.

No compensation is provided for any problems, inconvenience or loss of trade resulting from activities or works carried out by the Council or its contractors at, or adjacent to, a permit holder's footpath trading area.

5.3 Access to underground services

Services such as sewers, gas, water, telecommunications and electricity conduits should not be obstructed by any permanent structures, including fixed screens, umbrellas, planters and socket and sleeve systems.

Removable tables and chairs may be placed on top of underground service pits providing these are structurally sound. In an emergency, immediate access is required.

The Council and other service authorities reserve the right to access all underground services within the footpath trading area at all times, without notice to the permit holder.

5.4 Monitor compliance with approved permit

The Council's local laws officers monitor the operation of footpath trading permits and ensure the conditions of the permit are met.

Following a complaint or observation of a breach of a footpath trading permit, a Council officer will contact the permit holder and take appropriate enforcement action. This may be in the form of verbal instructions, a written notice or an infringement.

In the case of a serious breach, an officer may act immediately to resolve the situation. A serious breach is one where the officer considers there is an immediate public safety risk. This may include instances where access is impeded to an extent that it would be difficult or impossible to walk freely through the pedestrian zone.

Each breach will receive a warning or an infringement depending on the gravity of the offence. Cases where there are three breaches within a 12-month period will be referred to the Footpath Trading Panel for advice with a view to cancelling or varying the permit.

USEFUL CONTACTS

ASSIST - General Enquiries including Parking	9209 6777
Health & Enforcement	9209 6293
Economic Development Unit	9209 6243
Foreshore Events	9209 6320
Health Services Unit	9209 6292
Municipal Building Surveyor	9209 6270
Traffic and Parking Design Unit	9209 6132
Arts and Festivals Unit	9209 6620
Statutory Planning Unit	9209 6881
Street Cleaning Services	9209 6648
Street Tree Maintenance	9209 6475
Footpath Trading Unit	9209 6844
Waste Management	9209 6486
<u>State Government</u>	
Victorian Commission for Gambling and Liquor Control	1300 182 457

City of Port Phillip

E: footpathtrading@portphillip.vic.gov.au

P: 03 9209 6777 Tty: 9209 6713

M: Private Bag No. 3, PO St Kilda Victoria 3182

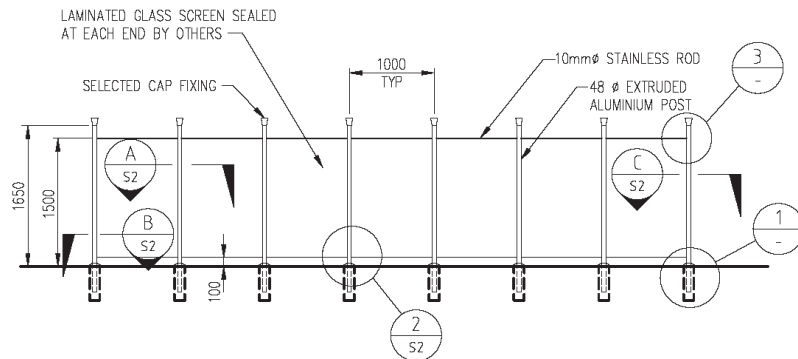
W: www.portphillip.vic.gov.au

ATTACHMENTS

Attachment 1	A - Glass screens standard specification
	B - In-ground sockets indicative drawing
Attachment 2	Standard conditions

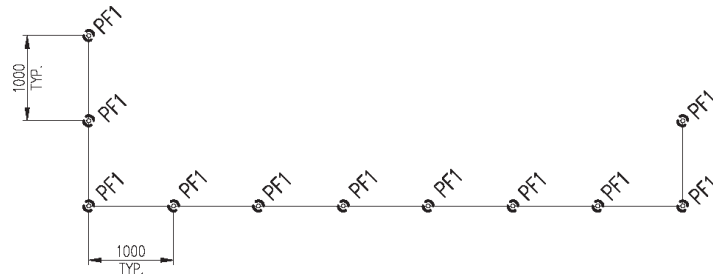
Attachment 1A

**Glass Screen
Standard
Specification**



FRONT ELEVATION

SCALE: 1:50



PLAN VIEW OF FOOTING LAYOUT

SCALE: 1:50

SITE CLASSIFICATION CLASS 'M' TO A.S.2870-1996 (TO BE VERIFIED ON SITE)

FOOTING SCHEDULE

PF1- 250mmØ x 900mm DEEP MASS CONCRETE PAD FOOTING

GENERAL

- G1. THESE DRAWINGS SHALL BE READ IN CONJUNCTION WITH ALL ARCHITECTURAL AND OTHER CONSULTANTS' DRAWINGS AND SPECIFICATIONS AND WITH SUCH OTHER WRITTEN INSTRUCTIONS AS MAY BE ISSUED DURING THE COURSE OF THE CONTRACT. ALL DISCREPANCIES SHALL BE REFERRED TO THE ARCHITECT FOR DECISION BEFORE PROCEEDING WITH THE WORK.
- G2. ALL DIMENSIONS RELEVANT TO SETTING OUT AND OFF-SITE WORK SHALL BE VERIFIED BY THE CONTRACTOR BEFORE CONSTRUCTION AND FABRICATION IS COMMENCED. THE ENGINEER'S DRAWINGS SHALL NOT BE SCALED.
- G3. DURING CONSTRUCTION THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE STRUCTURE IN A STABLE CONDITION AND ENSURING NO PART SHALL BE OVERSTRESSED UNDER CONSTRUCTION ACTIVITIES.
- G4. WORKMANSHIP AND MATERIALS ARE TO BE IN ACCORDANCE WITH THE RELEVANT CURRENT S.A. CODES INCLUDING ALL AMENDMENTS, AND THE LOCAL STATUTORY AUTHORITIES, EXCEPT WHERE VARYED BY THE CONTRACT DOCUMENTS.
- G5. THE APPROVAL OF A SUBSTITUTION SHALL BE SOUGHT FROM THE ENGINEER BUT IS NOT AN AUTHORIZATION FOR AN EXTRA. ANY EXTRA INVOLVED MUST BE TAKEN UP WITH THE ARCHITECT BEFORE THE WORK COMMENCES.
- G6. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE. ALL LEVELS ARE EXPRESSED IN METRES.
- G7. THE STRUCTURAL WORK SHOWN ON THESE DRAWINGS HAS BEEN DESIGNED FOR THE FOLLOWING LIVE LOADS :-

AREA	LIVE LOAD kN/m ²
AS PER CODES	

- G8. ALL PROPS AND AND FORMWORK FOR BEAMS AND SLABS SHALL BE REMOVED BEFORE CONSTRUCTION OF ANY MASONRY WALLS OR PARTITIONS ON THE FLOOR.
- G9. ALL NON LOADBEARING WALLS SHALL BE KEPT CLEAR OF THE UNDERSIDE OF SLABS AND BEAMS BY 20mm UNLESS OTHERWISE SHOWN.

FOOTINGS

- F1. THE FOOTING SYSTEM HAS BEEN DETAILED FOR A CLASS 'M' SITE CLASSIFICATION AS OUTLINED IN AUSTRALIAN STANDARD A.S. 2870, 1996. REFER TO SOIL REPORT BY A.S. JAMES P/L REPORT No. 109016, DATED 13/08/07.

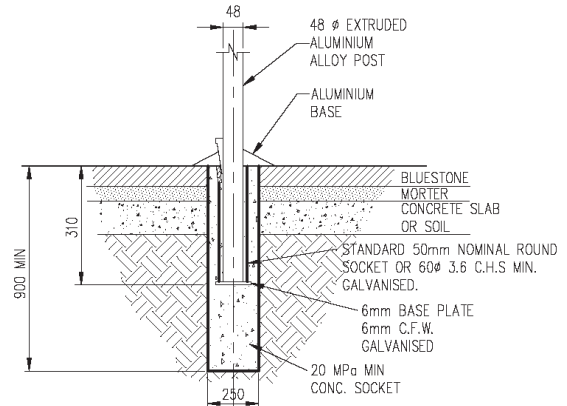
NOTE:
IF ANY DISCREPANCY IS ENCOUNTERED BETWEEN THE STRUCTURAL AND ARCHITECTURAL DOCUMENTATION, IT IS THE BUILDERS RESPONSIBILITY TO FORWARD THAT QUERY TO THE RELEVANT CONSULTANT IN ORDER TO SEEK CLARIFICATION PRIOR TENDERING FOR PROJECT OR CONSTRUCTION OF RELEVANT DETAIL.
IF MORE THAN ONE OPTION APPEARS IN THE SCHEDULE FOR ANY GIVEN MEMBERS, BUILDER IS TO SEEK PREFERRED OPTION FROM ARCHITECT PRIOR TO TENDERING.

SUB BASE PREPARATION GROUND SLAB

1. CLEAR AREA UNDER SLAB OF ALL TOPSOIL CONTAINING HUMUS AND ACCEPTABLE WATER 150mm.
2. CUT AND FILL UNDER SLAB TO PRODUCE REQUIRED FORMATION LEVELS.
3. COMPACT CUT SURFACE TO 90% MODIFIED MAXIMUM DRY DENSITY.
4. ALL FILL SHALL BE THE EQUIVALENT OF RICA CLASS 4 CRUSHED ROCK PLACED IN 200mm LOOSE LAYERS AND COMPACTED TO 95% MODIFIED MAXIMUM DRY DENSITY.
5. DETAILED OUT ALL SOFT SPOTS AND REPLACE WITH CLASS 4 CRUSHED ROCK IN ACCORDANCE WITH NOTE 4.

NOTES

1. THE STABILITY OF THE BUILDING DURING CONSTRUCTION IS THE BUILDERS RESPONSIBILITY.
2. ALL TIMBER CONSTRUCTION AND ANY MEMBERS NOT SHOWN ARE TO COMPLY TO AS/NZS4 (TIMBER FRAMING CODE).
3. ALL ROOF CONSTRUCTION IS TO BE SECURELY TIED DOWN.
4. BEAMS AND LINTELS TO HAVE A MINIMUM BEARING OF 150mm ON BRICKWORK OR SUPPORTED BY 100 x 100 (70) DRESSON POST. (UNLESS NOTED OTHERWISE).
5. THE STEEL FABRICATION MUST PROVIDE ALL GLEATS AND HOLES FOR FRAMING OF BATTENS ETC. REFER ARCHITECTS DRAWINGS.

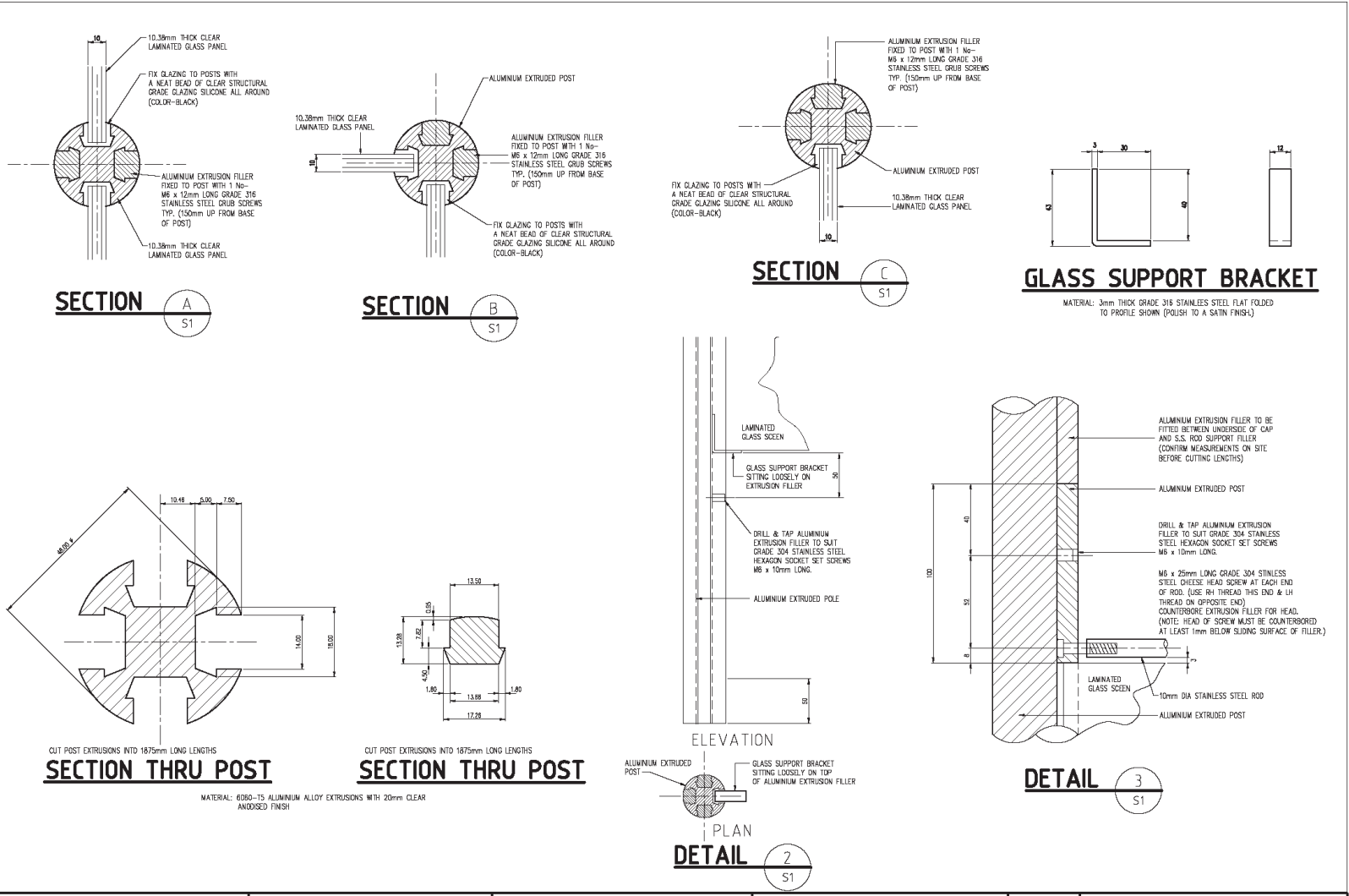




FOOTING DETAIL - PF1

SCALE: 1:10

DETAIL
SCALE: 1:10

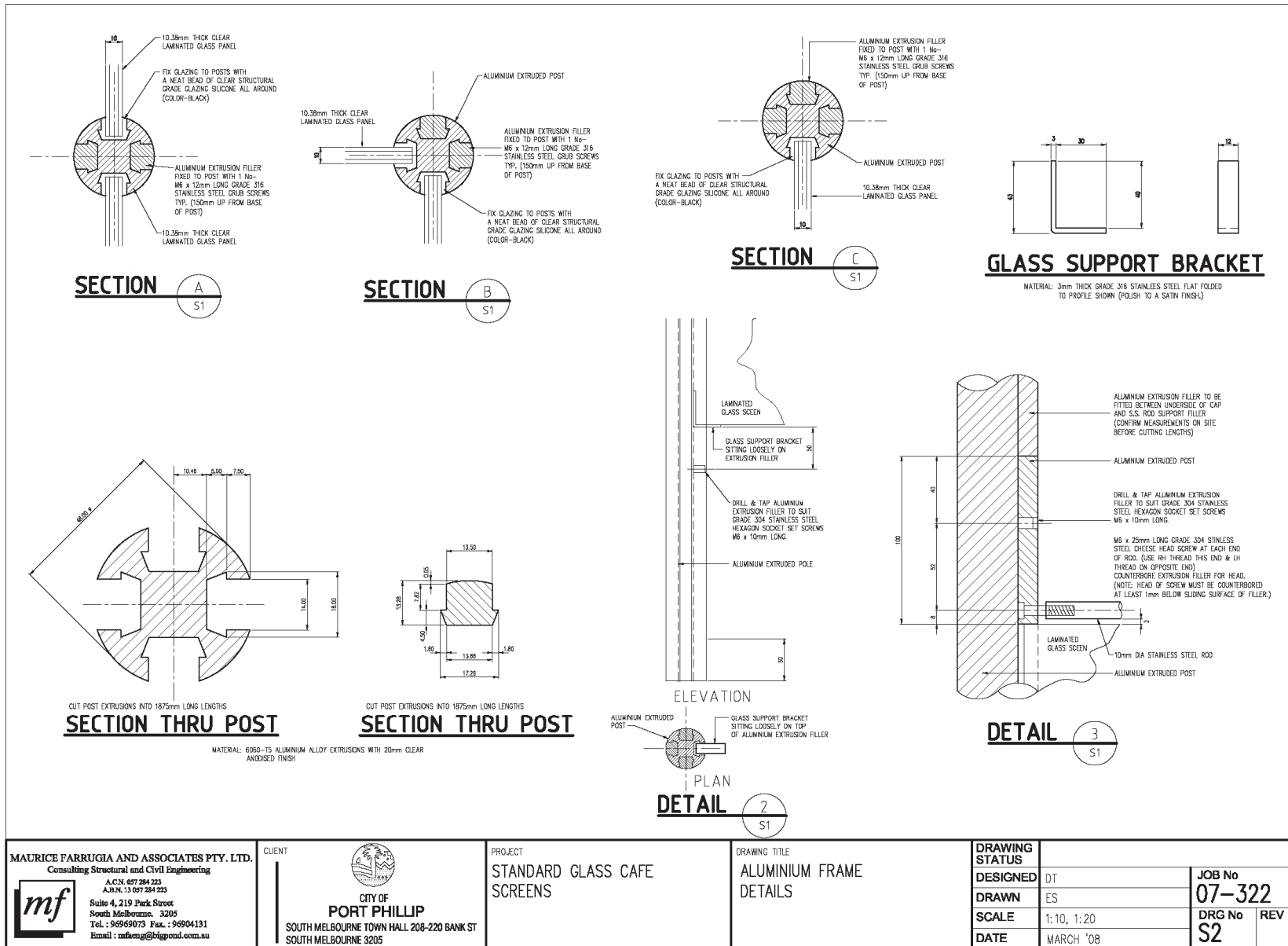
<p>MAURICE FARRUGIA AND ASSOCIATES PTY. LTD. Consulting Structural and Civil Engineering</p> <p>mf</p> <p>Suite 4, 219 Park Street South Melbourne, 3205 Tel. : 96969073 Fax. : 96904131 Email : mfaen@bigpond.com.au</p>	<p>CLIENT</p> <p>CITY OF PORT PHILLIP SOUTH MELBOURNE TOWN HALL, 208-220 BANK STREET SOUTH MELBOURNE 3205</p>	<p>PROJECT</p> <p>STANDARD GLASS CAFE SCREENS</p>	<p>DRAWING TITLE</p> <p>FOOTING PLAN</p>	<p>DRAWING STATUS</p> <p>DESIGNED DT</p> <p>DRAWN ES</p> <p>SCALE 1:50, 1:10</p> <p>DATE MARCH '08</p>	<p>JOB No</p> <p>07-322</p> <p>DRG No</p> <p>S1</p> <p>REV</p>
				<p>SCALE</p> <p>DATE</p>	<p>REV</p>



MAURICE FARRUGIA AND ASSOCIATES PTY. LTD. Consulting Structural and Civil Engineering A.C.N. 657 284 223 A.B.N. 13 657 284 223  Suite 4, 219 Park Street South Melbourne, 3205 Tel.: 96949073 Fax.: 96904131 Email: mfceng@bigpond.com.au	CLIENT  CITY OF PORT PHILLIP SOUTH MELBOURNE TOWN HALL 208-220 BANK ST SOUTH MELBOURNE 3205	PROJECT STANDARD GLASS CAFE SCREENS	DRAWING TITLE ALUMINIUM FRAME DETAILS	DRAWING STATUS		JOB No 07-322	DRG No S2	REV
				DESIGNED	DT			
				DRAWN	ES			
				SCALE	1:10, 1:20			
DATE	MARCH '08							

Attachment 1B

In-ground socket diagram



Attachment 2 – Footpath Trading Standard Conditions

The permit holder must operate in accordance with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017) and Council's Footpath Trading Guidelines at all times.

1. The layout and use of the approved plan must not be altered without the written consent of the Council.
2. Council reserves the right to revoke the footpath trading permit should there be a breach of the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017) or Council's Footpath Trading Guidelines or the permit.
3. The occupation of the footpath for the purposes of footpath trading must have a limited impact on the residential amenity and the streetscape.
4. An adequate distance from all public seating, litter bins and any other infrastructure must be maintained in accordance with the Footpath Trading Guidelines
5. All objects must be removed from Council's footpath/land in accordance with the hours of operation on this permit. If the hours are not stipulated on this permit, all objects must be removed by 11pm every evening.
6. Furniture must be designed and maintained in a safe condition, be of sturdy construction and not damage the existing footpath area or other public infrastructure (refer to Footpath Trading Guidelines for types of public infrastructure).
7. Permit holders must display the current permit label clearly and legibly on the shop-front window.
8. Council reserves the right to reclaim access to the land at any time for maintenance purposes. Should any fittings fixed to the footpath need to be removed temporarily due to the nature of the maintenance, Council will reinstate them accordingly and to the best of its abilities. Costs associated with the removal and reinstatement will be at the expense of the permit holder.
9. Council and other service authorities reserve the right to access all underground services within the footpath trading area at any time, without notice to the permit holder.
10. No compensation will be payable for any removal of fittings or fixtures associated with the footpath trading permit or for the loss of trade experienced due to these works.

Venue Management

11. All patrons must be seated at all times within the footpath trading zone and must not exceed the maximum permitted numbers.
12. Liquor is not to be sold, consumed or served within the trading zone unless the area is covered by a current valid liquor license.
13. Venue management must ensure that the pedestrian zone is always kept clear of patrons and any footpath objects / items unless approved otherwise.

Waste management

14. Litter generated from footpath trading must not be swept into the street gutter or adjacent areas and must be deposited within the operator's own bins kept within the premises.
15. Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.
16. Tables must be cleared of all bottles, glass and tableware and be kept clean to ensure safety and cleanliness for other patrons.

Noise

17. No form of external public address system or sound amplification equipment shall be used outside the premises.
18. The use of the footpath shall not cause nuisance and shall not have an impact on the residential amenity of the neighbourhood by the emission of noise.

Risk management

19. Public liability insurance must remain current and valid for the life of the permit. A copy must be forwarded to Council each year.
20. The permit holder indemnifies and releases the Council from all liability arising from the use of the footpath trading area, including any claims made by any person for injury, loss or damage arising in any matter.
21. Council must be notified immediately of any damage to Council's assets, as well as any other condition that creates a hazard to the public.
22. The footpath area is occupied and used by the permit holder at the permit holder's own risk.

Non-compliance

23. A breach of any of the conditions of this permit may result in enforcement action being taken against the permit holder and/or the organisation responsible for this permit. This action may include the issuing of a Notice to Comply, fines, cancellation of this permit and/or impounding of items on the footpath.
24. Any enforcement action that is required in relation to this permit may affect future applications for footpath trading.

Heaters

25. All stand-alone heaters must comply with Australian Standard AS 1596 and be certified by the Australian Gas Association.
26. All fixed heaters must have a valid building permit in accordance with the building regulations and must be noted on this permit.

Removable screens

27. All removable screens must be no higher than 900mm (0.9metres).
28. All removable screens must be removed from the footpath in accordance with the approved hours of operation as stated on this permit.
29. Approved removable screens must be securely fixed with an in-ground socket into the footpath in accordance with Council's requirements.

Umbrellas

30. A minimum of 2.2 metres from the underside of the umbrella to the footpath must be maintained at all times.
31. Any permitted umbrellas must not protrude into the kerb zone.
32. Any permitted umbrellas must be securely fixed with an in-ground socket into the footpath in accordance with Council's requirements.
33. Any permitted umbrellas must not be attached in any way to a removable or glass screen with the purpose of enclosing an outdoor area.

Advertising boards

34. The approved advertising board must be no larger than 1.0 metre in height and 0.7 metres in width.
35. The approved advertising board must be located within the trading zone.
36. The approved advertising board must not be fixed to any footpath, building, street furniture, pole or other structure.

Display of goods

37. Display of goods must be no higher than 1.2 metres.
38. Display of goods must be located immediately next to the kerb zone, within the trading zone. It must not be located next to the pedestrian zone.
39. Display of goods must not be fixed to any footpath, building, street furniture, pole or other structure.

Major events

40. Major events include St Kilda Festival Sunday and New Year's Eve.
41. During these events the following conditions apply:
 - 41.1 St Kilda Festival conditions apply for the duration of the festival within the St Kilda Festival designed precinct.
 - 41.2 New Year's Eve conditions apply across the Municipality.
42. No glass bottles or glassware are permitted within the footpath trading zone during major events, unless expressly permitted.

Precinct Specific Guidelines

Acland Street, St Kilda

Armstrong Street, Middle

Park Bay Street, Port

Melbourne Bridport Street,

Albert Park Carlisle Street,

East St Kilda

Clarendon Street, South Melbourne

Fitzroy Street, St Kilda

South Melbourne Market

Glen Eira Road,

Ripponlea

Ormond Road and Glenhuntly Road, Elwood

Victoria Avenue, Albert Park



FOOTPATH TRADING STANDARDS FOR ACLAND STREET, ST KILDA

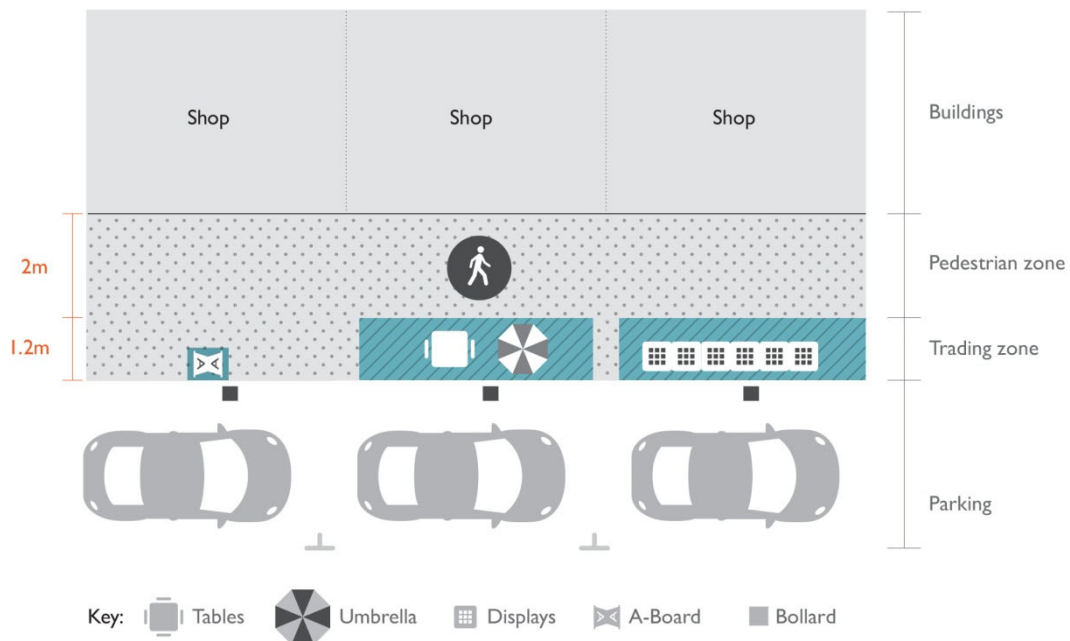
Each shopping strip is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Acland Street, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Acland Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Acland Street experiences heavy pedestrian traffic at all times of the year, making it one of the most popular shopping strips within Port Phillip. Whilst there are ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety is maintained at all times. Generally, the precinct can accommodate footpath trading. However, existing street furniture, public art, footpath extensions and bollards within the street can limit trading in some instances.

Standard requirements for Acland Street - Typical Footpath Width varies from 2400mm to 5300mm



STANDARD REQUIREMENTS FOR ACLAND STREET TYPICAL FOOTPATH WIDTH VARIES FROM 2.4M TO 5.3M

Pedestrian zone

The pedestrian zone must include an unobstructed, minimum 2000mm wide pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including planter boxes, advertising signs, chairs and tables, are permitted within this

zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1- Minimum pedestrian clearance for footpath trading*.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be kept within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

Acland Street typically does not have a kerb zone due to the bollards within the street. In cases where a loading zone, no standing anytime or a disabled parking space exist, a kerb zone will be required to ensure adequate access in accordance with the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day in accordance with the approved permit conditions to ensure access for Council cleaners.
- 1500mm glass screens are not appropriate due to limited space within Acland Street.
- 900mm removable screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council. Footpath trading hours may be permitted until 3am within Acland Street subject to approval by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR ARMSTRONG STREET, MIDDLE PARK

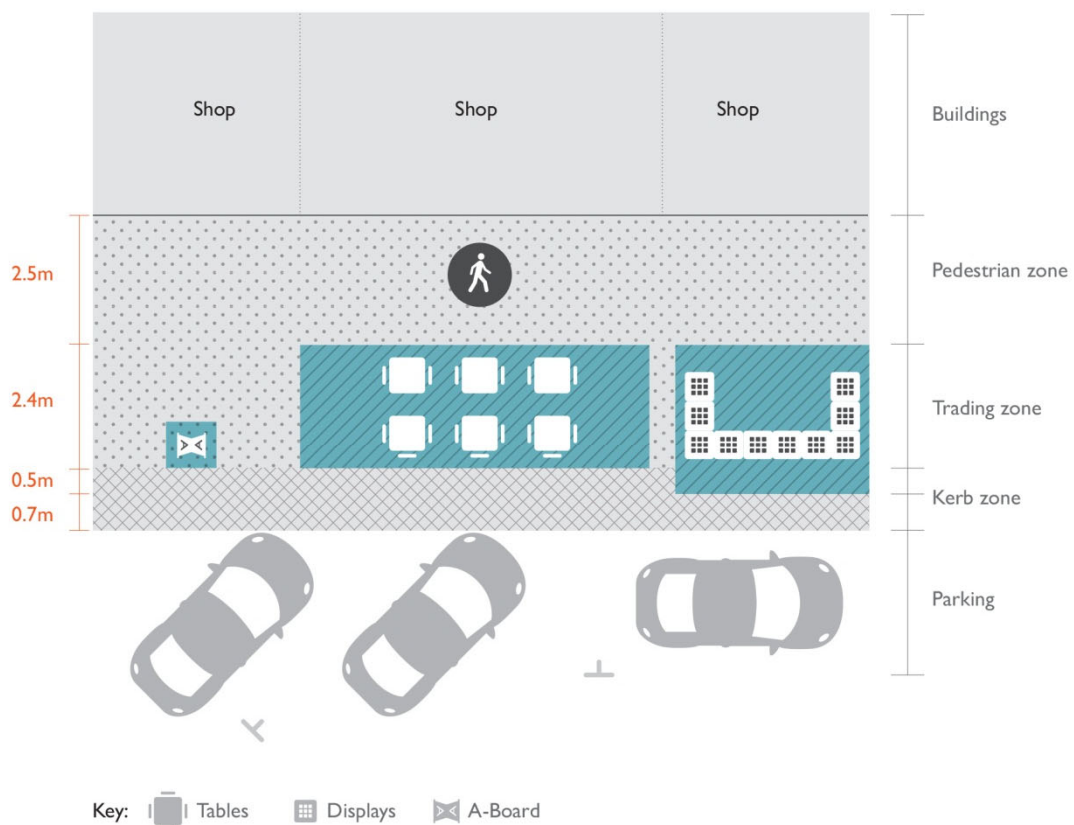
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Armstrong Street, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Armstrong Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Armstrong Street affords a relatively wide footpath which experiences low flow of pedestrian traffic. Whilst there is generally ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety are maintained at all times. Traffic conditions and existing public infrastructure limit the capacity of footpath trading in some instances.

Standard requirements for Armstrong Street - Typical Footpath Width 6100 mm



STANDARD REQUIREMENTS FOR ARMSTRONG STREET TYPICAL FOOTPATH WIDTH 6.1M

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous

accessible path of travel. No items of furniture including planter boxes, advertising signs, chairs and tables are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 5.1m – 6.9m the minimum pedestrian zone is 2500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

When located adjacent to parallel parking a minimum 500mm is required for the kerb zone. Adjacent to angle parking the kerb zone must be a minimum of 1200mm wide. To ensure adequate access and safety are maintained the kerb zone dimensions will need to be extended where footpath trading is adjacent to a loading zone, no standing anytime signs or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- 1500mm glass screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- 900mm standard screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR BAY STREET, PORT MELBOURNE

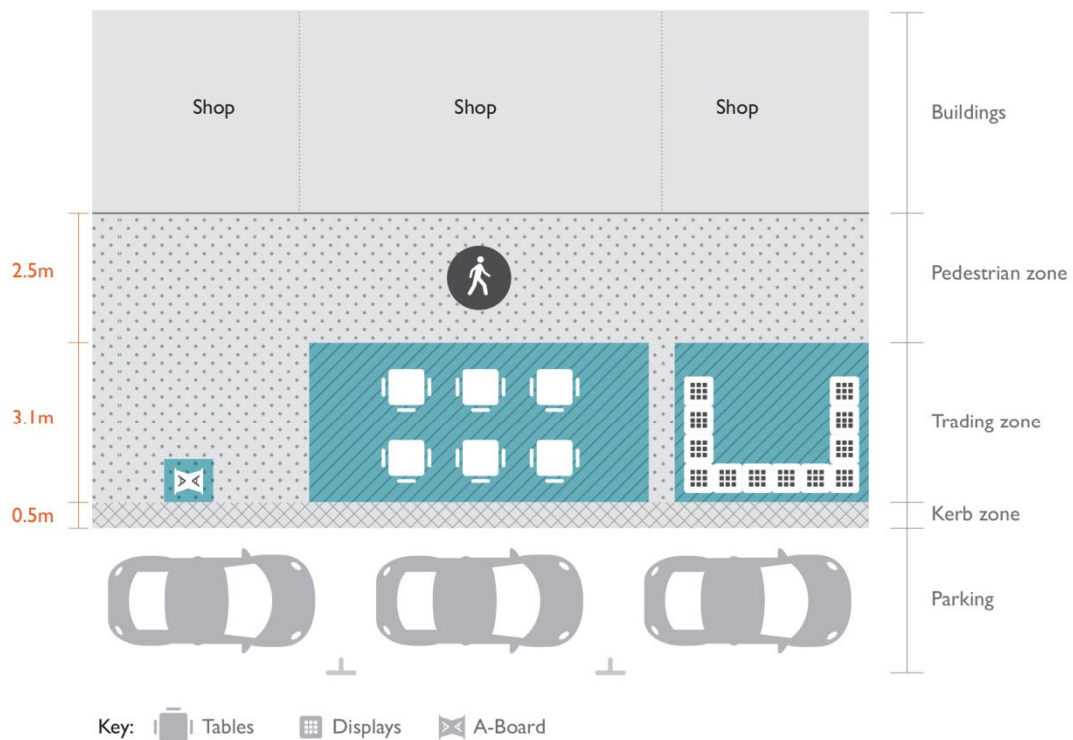
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Bay Street, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Bay Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Bay Street experiences medium flow of pedestrian traffic at all times of the year, making it one of the most popular shopping strips within Port Phillip. Whilst there are ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety are maintained at all times. Generally, the precinct can comfortably accommodate footpath trading. However, existing street furniture can limit trading in some instances.

Standard requirements for Bay Street - Typical Footpath Width varies from 3700mm to 7500mm.



STANDARD REQUIREMENTS FOR BAY STREET TYPICAL FOOTPATH WIDTH VARIES FROM 3.7M TO 7.5M.

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including planter

boxes, advertising signs, chairs and tables are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 5.1m – 6.9m the minimum pedestrian zone is 2500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure access to vehicles on the street or to ensure public safety from passing traffic.

When located adjacent to parallel parking, a minimum 500mm is required for the kerb zone. To ensure adequate access and safety are maintained, the kerb zone dimensions will need to be extended where footpath trading is adjacent to a loading zone, no standing anytime signs or a disabled parking space.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- Where the footpath is 6000mm or greater 1500mm high glass screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- 900mm standard screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants

and cafes, unless otherwise approved by Council. Footpath trading hours may be permitted until 3am within Bay Street subject to approval by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR BRIDPORT STREET, ALBERT PARK

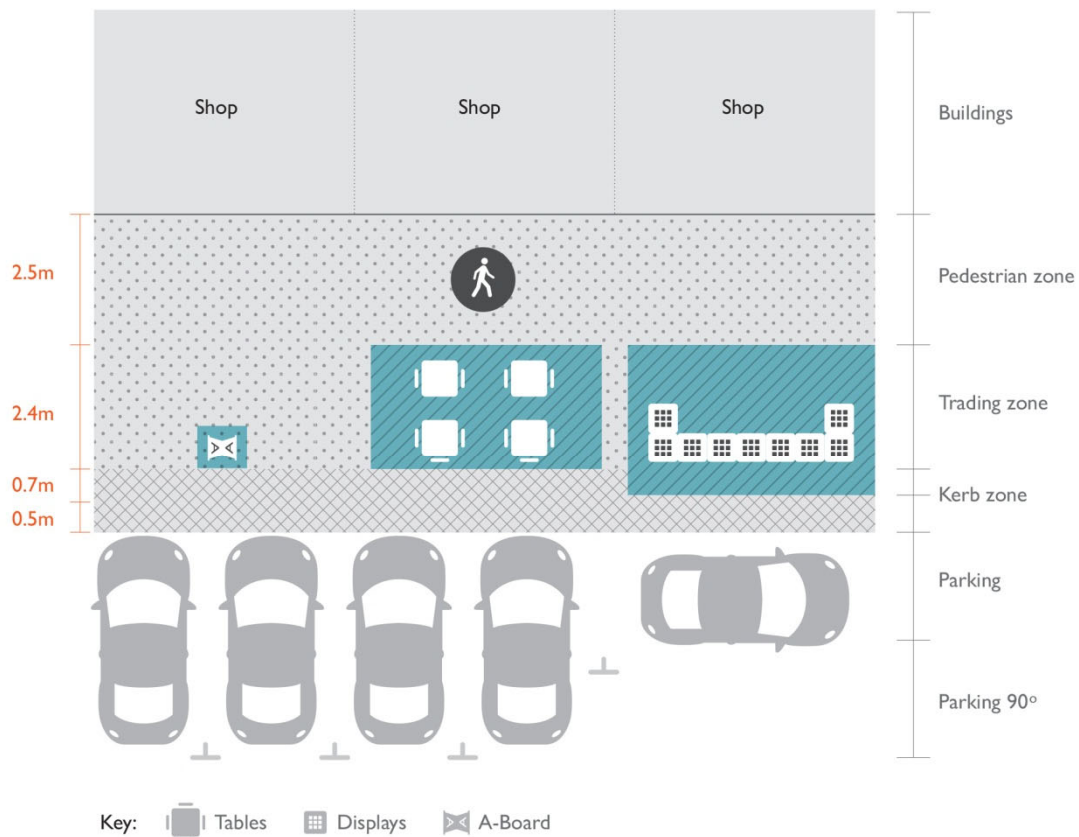
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Bridport Street, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Bridport Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Bridport Street affords a relatively wide footpath which experiences medium flow of pedestrian traffic. Whilst there is generally ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety are maintained at all times. Traffic conditions and existing public infrastructure limit the capacity of footpath trading in some instances.

Standard requirements for Bridport Street - Typical Footpath Width 6100mm



STANDARD REQUIREMENTS FOR BRIDPORT STREET TYPICAL FOOTPATH WIDTH 6.1M

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture including planter boxes, advertising signs, chairs and tables are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 5.1m – 6.9m the minimum pedestrian zone is 2500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

When located adjacent to parallel parking a minimum 500mm is required for the kerb zone. Adjacent to angled parking the kerb zone must be a minimum of 1200mm wide. To ensure adequate access and safety are maintained the kerb zone dimensions will need to be extended where footpath trading is adjacent to a loading zone, no standing anytime signs or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day in accordance with the approved permit conditions to ensure access for Council cleaners.
- 1500mm glass screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- 900mm removable screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading

zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General Notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR CARLISLE STREET, EAST ST KILDA

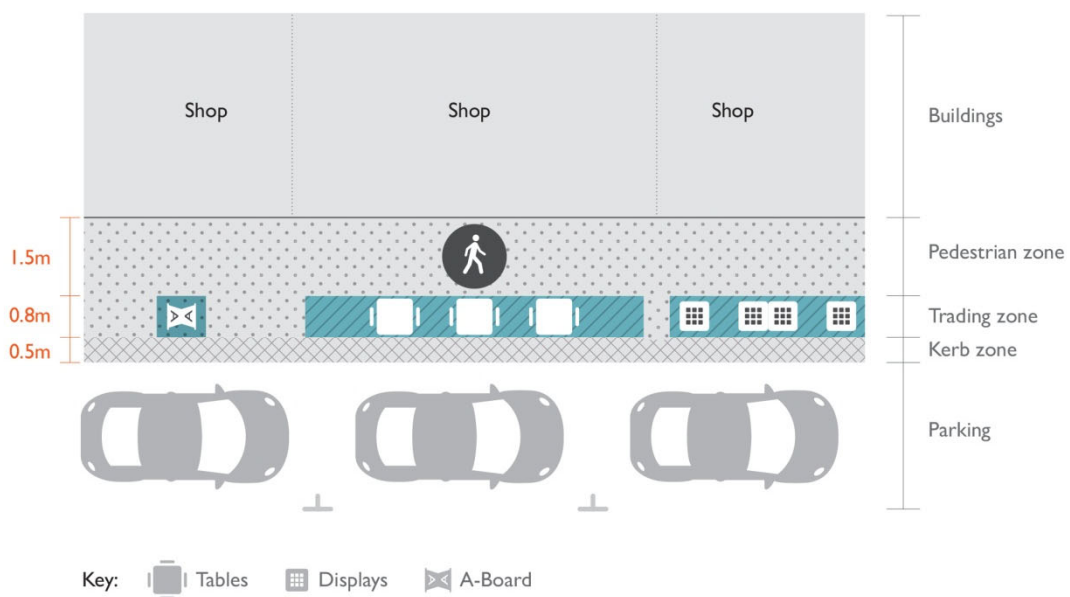
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Carlisle Street, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Carlisle Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Carlisle Street affords a relatively narrow footpath and medium flow of pedestrian traffic. The scope for footpath trading is therefore limited, although creative solutions can be achieved. Generally, the precinct will not have a large capacity for footpath dining, although it may accommodate some limited footpath dining within the trading zone and on footpath extension areas.

Standard requirements for Carlisle Street - Typical Footpath Width varies from 2600mm to 5300mm



STANDARD REQUIREMENTS FOR CARLISLE STREET TYPICAL FOOTPATH WIDTH VARIES FROM 2.6M TO 5.3M

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including planter boxes, advertising signs, chairs and tables, are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 2.5m – 3.0m the minimum pedestrian zone is 1500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

When located adjacent to parallel parking a minimum 500mm is required for the kerb zone. To ensure adequate access and safety are maintained no footpath trading permit will be approved adjacent to a loading zone or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- 1500mm glass screens are not permitted within Carlisle Street due to limited space.
- 900mm removable screens may be considered on a case-by-case basis subject to available space, urban character, existing street activities and traffic conditions. Removable screens running perpendicular to the road are not permitted.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants

and cafes, unless otherwise approved by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR CLARENDON STREET, SOUTH MELBOURNE

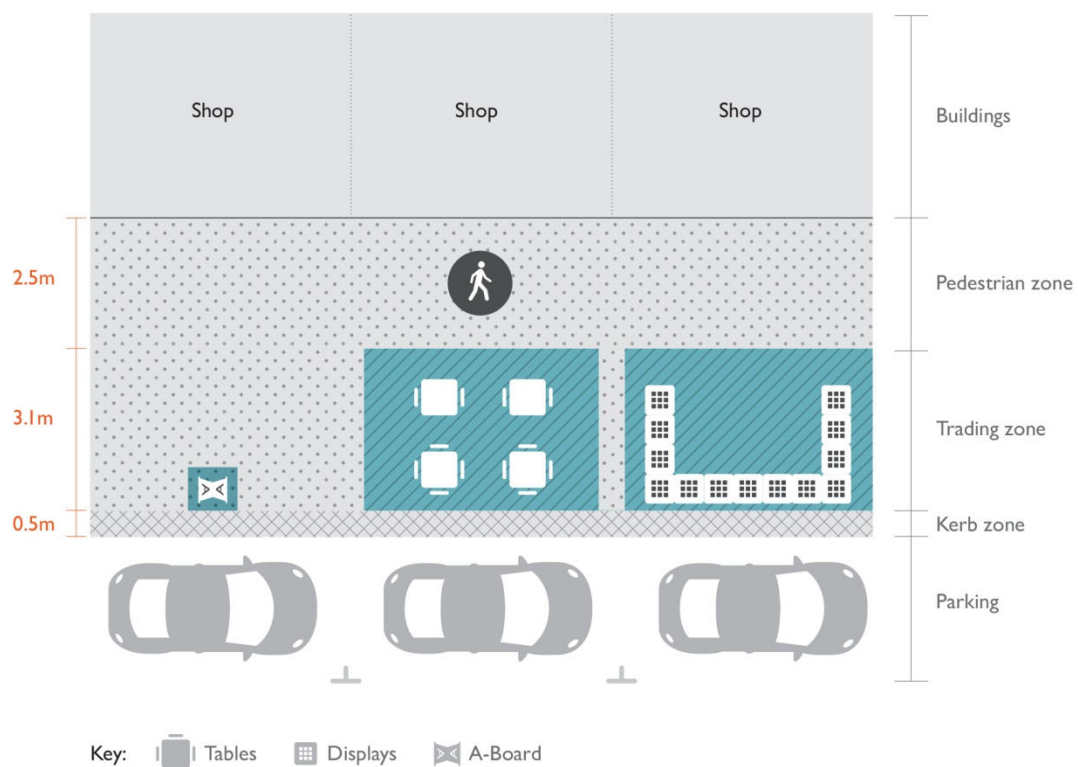
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the footpath trading guidelines are applied in Clarendon Street, South Melbourne, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Clarendon Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Clarendon Street experiences medium flow of pedestrian traffic at all times of the year, making it one of the most popular shopping strips within Port Phillip. Whilst there are ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety are maintained at all times. Generally, the precinct can comfortably accommodate footpath trading. However, existing street furniture can limit trading in some instances.

Standard requirements for Clarendon Street – Typical Footpath Width 6100 mm



STANDARD REQUIREMENTS FOR CLARENDON STREET TYPICAL FOOTPATH WIDTH 6.1M

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along

the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including waiter's tables, planter boxes, advertising signs, chairs and tables, are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 5.1m – 6.9m the minimum pedestrian zone is 2500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure access to vehicles on the street or to ensure public safety from passing traffic.

When located adjacent to parallel parking a minimum 500mm is required for the kerb zone. To ensure that adequate access and safety is maintained the kerb zone dimensions will need to be extended where footpath trading is adjacent to a loading zone, no standing anytime signs or a disabled parking space.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- 1.5m glass screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- 0.9m standard screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business logo or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council. Footpath trading hours may be permitted until 3am within Clarendon Street, subject to approval by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR FITZROY STREET, ST KILDA

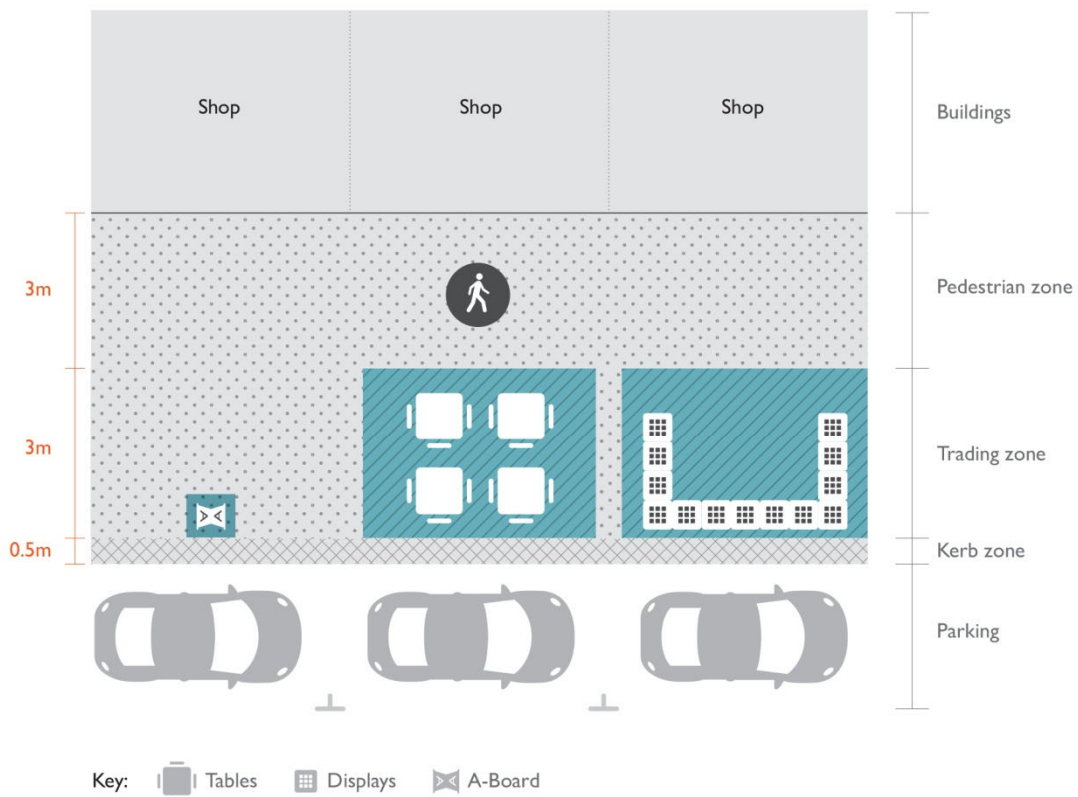
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Fitzroy Street, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Fitzroy Street are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Fitzroy Street experiences heavy pedestrian traffic at all times of the year, making it one of the most popular shopping strips within Port Phillip. Whilst there are ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety are maintained at all times. Generally, the precinct can comfortably accommodate footpath trading. However, existing street furniture can limit activities in some instances.

Standard requirements for Fitzroy Street - Typical Footpath Width 6800mm



STANDARD REQUIREMENTS FOR FITZROY STREET
TYPICAL FOOTPATH WIDTH 6.8M

Pedestrian zone

The pedestrian zone must include an unobstructed along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including waiters' tables, planter boxes, advertising signs, chairs and tables, are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 5.1m – 6.9m the minimum pedestrian zone is 2500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

When located adjacent to parallel parking a minimum 500mm is required for the kerb zone. To ensure that adequate access and safety is maintained, the kerb zone dimensions will need to be extended where footpath trading is adjacent to a loading zone, no standing anytime signs or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- 1500mm glass screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- 900mm standard screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council. Footpath trading hours may be permitted until 3am within Fitzroy Street subject to approval by Council.

In instances where conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR GLEN EIRA ROAD, RIPPONLEA

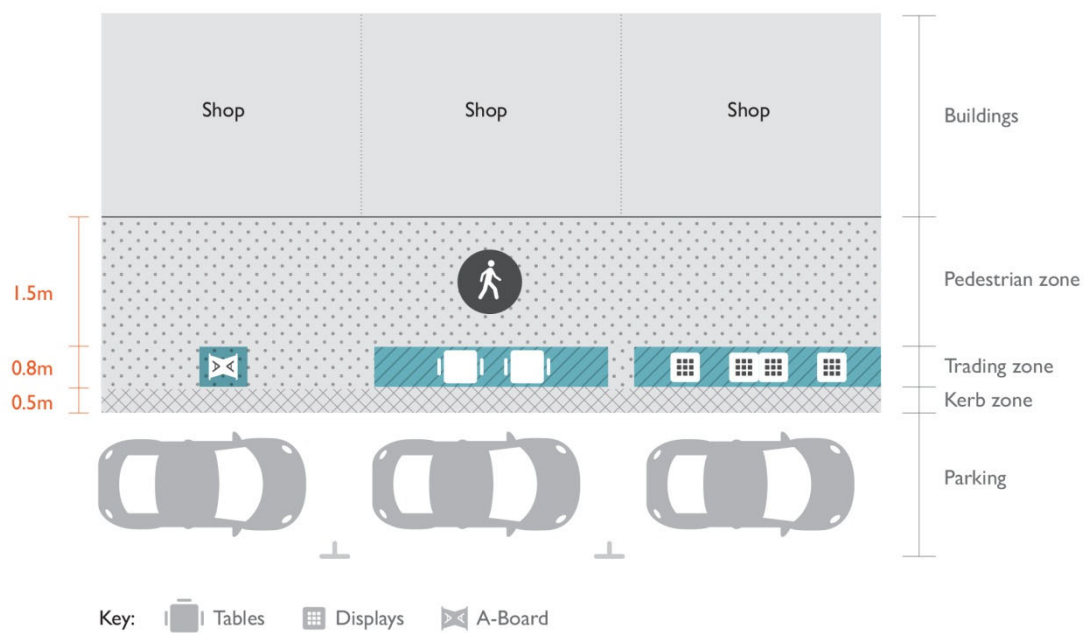
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Glen Eira Road, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Glen Eira Road are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Glen Eira Road has a narrow footpath (typically 2.8m) and low flow of pedestrian traffic. The scope for footpath trading is therefore limited, although creative solutions can be achieved. Generally, the precinct will not have a large capacity for footpath trading, although it may accommodate some limited activities within the trading zone and on footpath extension areas.

Standard requirements for Glen Eira Road - Typical Footpath Width 2800mm



STANDARD REQUIREMENTS FOR GLEN EIRA ROAD TYPICAL FOOTPATH WIDTH 2.8M

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including planter boxes, advertising signs, chairs and tables are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance

with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 2.5m – 3.0m the minimum pedestrian zone is 1500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles. When located adjacent to parallel parking, a minimum 500mm is required for the kerb zone. To ensure adequate access and safety is maintained, no footpath trading permit will be approved adjacent to a loading zone or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- 1500mm glass screens are not permitted within Glen Eira Road due to limited space.
- 900mm removable screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions. Removable screens running perpendicular to the road are not permitted.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR ORMOND/GLENHUNTLY ROAD, ELWOOD

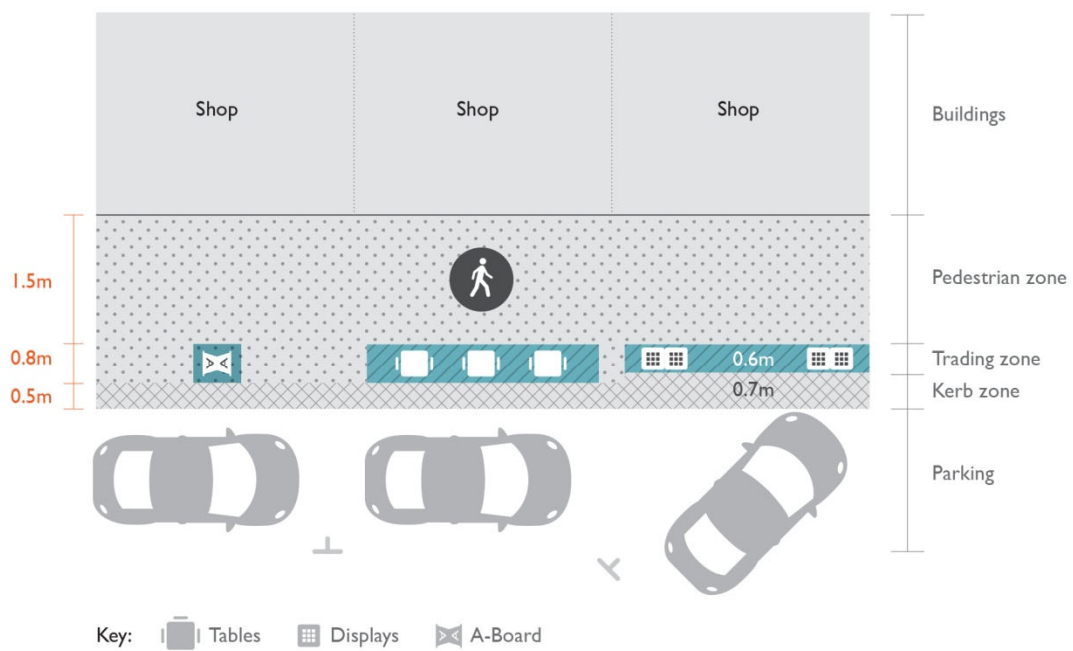
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the footpath trading guidelines are applied in Ormond and Glenhuntly Roads, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Ormond and Glenhuntly Roads are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Both Ormond and Glenhuntly Roads afford narrow footpaths which experience medium flow of pedestrian traffic. The scope for footpath trading is therefore limited, although creative solutions can be achieved. Generally, the precinct will not have a large capacity for footpath trading, although it may accommodate some limited activities within the trading zone and on footpath extension areas.

Standard requirements for Ormond and Glenhuntly Roads - Typical Footpath Width 2800mm



STANDARD REQUIREMENTS FOR ORMOND AND GLENHUNTLY ROADS TYPICAL FOOTPATH WIDTH 2.8M

Pedestrian zone

The pedestrian zone must include an unobstructed, minimum 1500 mm wide pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including planter boxes, advertising signs, chairs and tables are permitted within

this zone.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading, furniture and uses must be retained within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1 - Minimum pedestrian clearance for footpath trading*. For footpath widths of 2.5m – 3.0m the minimum pedestrian zone is 1500mm.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

In Ormond Road a variation has been approved for a minimum kerb zone of 700mm wide adjacent to angle parking. To ensure that adequate access and safety is maintained, no footpath trading will be permitted adjacent to a loading zone or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2 - The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for council cleaners.
- 1500mm glass screens are not permitted due to limited space within Ormond and Glenhuntly Roads.
- 900mm standard screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR SOUTH MELBOURNE MARKET

Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

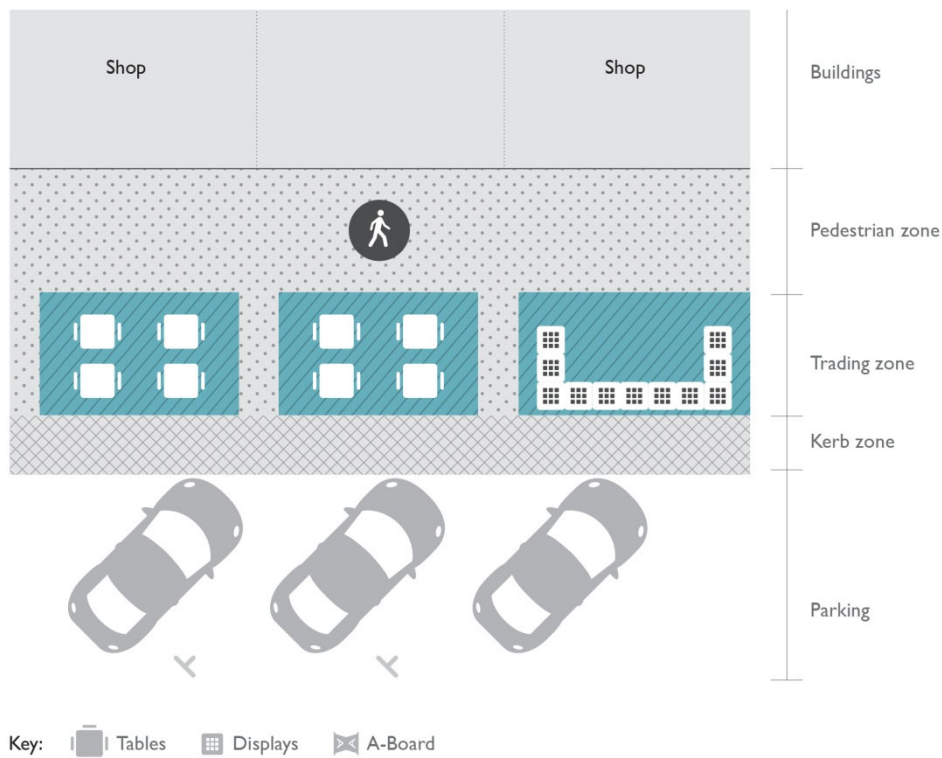
The following describes how the footpath trading guidelines are applied to the South Melbourne Market, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for South Melbourne Market are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

The South Melbourne Market experiences medium to high flows of pedestrian traffic at all times of the year, making it one of the most popular shopping destinations within Port Phillip.

The South Melbourne Market is Melbourne’s oldest continuing market. The South Melbourne Market precinct is taken as that area within the limit of the kerb line for Coventry Street, Cecil Street, York Street and the light rail. The Local Law No. 1 (Community Amenity) Procedures and Protocols Manual allows temporary displays during trading to extend to a “yellow line” running part of the length of the footpath on Coventry Street and Cecil Street. Any trading beyond the building line, or beyond the yellow line on Coventry Street and Cecil Street, is subject to the Footpath Trading Guidelines.

Standard requirements for South Melbourne Market, - Typical footpath width is approximately 6100 mm



STANDARD REQUIREMENTS FOR SOUTH MELBOURNE MARKET, CECIL STREET
TYPICAL FOOTPATH WIDTH IS APPROXIMATELY 6.1M

Pedestrian zone

Where there is no yellow line outside the building, there must be an unobstructed, pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including waiters' tables, planter boxes, advertising signs, chairs and tables are permitted within this zone.

Where there is a yellow line outside the building (mainly Coventry Street), footpath trading will be confined to the width of this yellow line; the pedestrian zone is 3.0m wide (and in places over 4.0m wide).

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone. Along Cecil Street, this zone is the province of restaurants and cafes and is approximately 5300mm wide.

There is no trading zone beyond the yellow line in those sections of Coventry and Cecil Streets. The only exception is a brief period of Sunday trading for the purpose of making discounted produce available – something which Council supports on grounds of social equity.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure access to vehicles on the street or to ensure public safety from passing traffic.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed every day at the close of business to ensure access for Council cleaners.
- 1500mm glass screens may be considered along Cecil Street and may be approved on a case-by-case basis, subject to available space, existing street activities and traffic conditions.
- Along Coventry Street and York Street, 900mm standard screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.
- The Market may consider alternative umbrella arrangements in order to deliver a more unified appearance, especially along Cecil Street.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business premises or relevant product name on umbrellas or screens associated with footpath trading, except where the Market determines a more unified approach is warranted.

All details of any proposed signage on furniture must be submitted with the application.

Hours of operation

Footpath trading at the South Melbourne Market is permitted during market days and hours, as per Council's Local Law No. 1 (Community Amenity). Cecil Street operators are required to open five nights a week, according to the conditions on their license.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.



FOOTPATH TRADING STANDARDS FOR VICTORIA AVENUE, ALBERT PARK

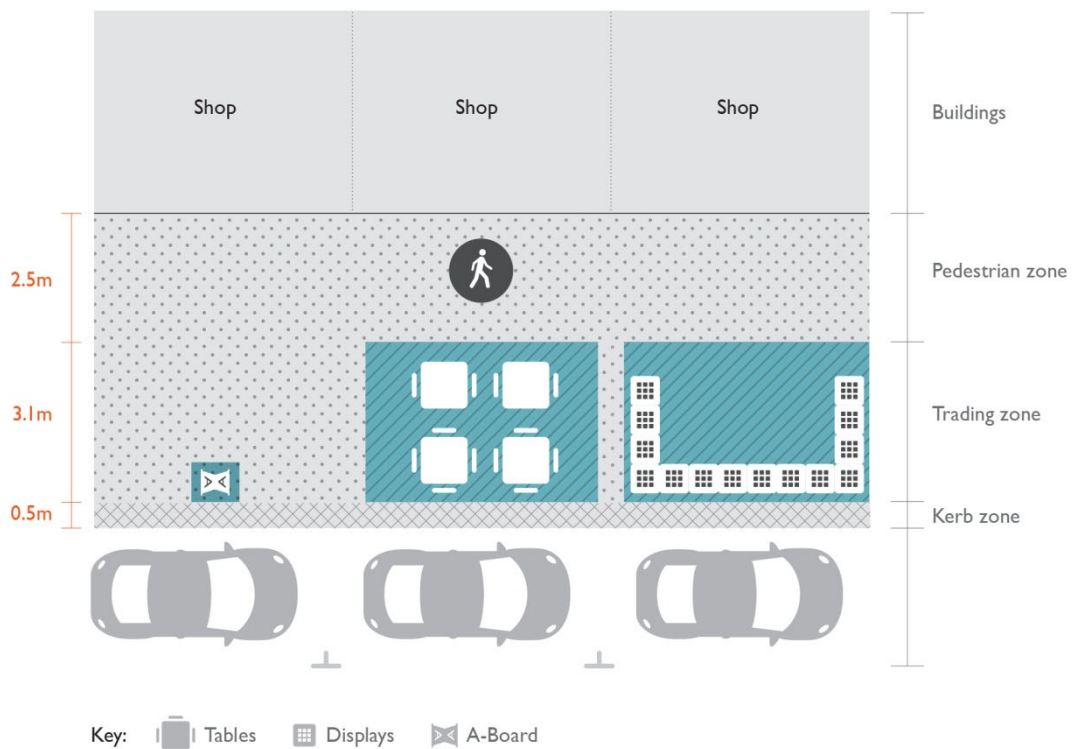
Each neighbourhood shopping precinct is different in terms of activity, pedestrian traffic, types of shops, premises and the width of the footpath.

The following describes how the Footpath Trading Guidelines are applied in Victoria Avenue, with information on zone dimensions and the allowable footpath activities.

The Footpath Trading Guidelines for Victoria Avenue are based on the following management standards: safety and accessibility, community amenity, design considerations and hygiene and cleanliness.

Victoria Avenue affords a relatively wide footpath which experiences low flow of pedestrian traffic. Whilst there is generally ample opportunities to trade on the footpath, creative solutions are required to ensure that access and safety are maintained at all times. Traffic conditions and existing public infrastructure limit the capacity of footpath trading in some instances.

Standard requirements for Victoria Avenue - Typical Footpath Width 6100mm



STANDARD REQUIREMENTS FOR VICTORIA AVENUE TYPICAL FOOTPATH WIDTH 6.1M

Pedestrian zone

The pedestrian zone must include an unobstructed pedestrian corridor along the footpath immediately adjacent to the front of the building line to ensure a continuous accessible path of travel. No items of furniture, including planter boxes,

advertising signs, chairs and tables are permitted within this zone.

The pedestrian zone will depend on the width of the overall footpath in accordance with the Footpath Trading Guidelines, *Table 1: Minimum pedestrian clearance for footpath trading*. For footpath widths of 5.1m – 6.9m the minimum pedestrian zone is 2500mm.

Trading zone

The trading zone is the available space between the pedestrian zone and the kerb zone. All permitted footpath trading furniture and uses must be retained within this zone.

Kerb zone

The kerb zone is the area between the face of the kerb and the trading zone. This area is largely designated to ensure that adequate access is provided for pedestrians crossing the road and passengers alighting from vehicles.

When located adjacent to parallel parking, a minimum 500mm is required for the kerb zone. Adjacent to angle parking the kerb zone must be a minimum of 1200mm wide. To ensure that adequate access and safety is maintained the kerb zone dimensions will need to be extended where footpath trading is adjacent to a loading zone, no standing anytime signs or a disabled parking space.

Please refer to the Footpath Trading Guidelines, *Table 2: The minimum distance between the face of the kerb and the trading zone*.

Furniture

Furniture design and construction are to be of a high standard in appearance and style, made of quality materials, with finishes that are attractive and durable. In all circumstances, furniture must be approved by Council before use.

- All permitted footpath furniture must be removed at the close of business every day to ensure access for Council cleaners.
- 1500mm glass screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- 900mm standard screens may be considered on a case-by-case basis, subject to available space, urban character, existing street activities and traffic conditions.
- All screens and umbrellas must be securely fixed into the footpath during use and removed every day at the close of business.

Windproof ashtrays

Where smoking is permitted under the Tobacco Act 1987, windproof ashtrays must be provided for patrons wishing to smoke within the footpath trading zone.

Advertising on footpath trading furniture

Applicants may feature the name of their business (logo) or relevant product name on umbrellas or screens associated with footpath trading.

All details of proposed advertising must be submitted with the application.

Hours of operation

Footpath trading will cease at 11pm for hotels and bars and 1am for restaurants and cafes, unless otherwise approved by Council.

In instances where hours-of-operation conditions are in conflict with existing planning approval, the lesser of these requirements will apply.

General notes

Applicants should familiarise themselves with the City of Port Phillip Local Law No. 1 (Community Amenity) September 2013 (amended November 2017), and Footpath Trading Guidelines.

Variations to the Footpath Trading Guidelines may be considered, provided the main objectives of the Local Law No. 1 can be achieved. The Footpath Trading Panel will consider any variation.

For further information about footpath trading please visit Council's website at www.portphillip.vic.gov.au or contact Council's Footpath Trading Unit on 9209 6844.