



**Whitehorse City Council**  
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**Application for Temporary use of Council Land**  
**GOODS ON DISPLAY/TABLES, CHAIRS & UMBRELLAS, BARRIERS**  
**IN THE BOX HILL MALL**  
**UNDER PROVISIONS OF THE ROAD MANAGEMENT ACT 2004**  
**AND COMMUNITY LOCAL LAW 2014 SECTION 4.14**

Application for  Goods on Display  Tables, Chairs & Umbrellas  
 (Please tick appropriate boxes)  Barriers  Other

Fee payable: \_\_\_\_\_ (calculated on \$500.00 per linear metre)

Total linear metres of display area requested: \_\_\_\_\_

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

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

Business Location: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All traders are required to obtain a Permit for any items to be placed on a footpath or reservation.

The tables, chairs, goods, barriers or umbrellas can only be placed outside the business premises noted above. 1.8 meters of unobstructed path must be maintained, directly in front of your shop at all times. Any permit issued must incorporate disability access principles, relevant legislation and AS 1428.2 or equivalent requirements.

**To process your permit we require:**

- **The completed permit renewal form**
- **A Certificate of Currency for your current Public Liability Insurance showing a current expiry date, a minimum indemnity of \$10M. (a Tax Invoice will not be accepted)**
- **Your Payment (GST exempt)**

The personal information on this form is being collected by Council to enable the processing of an Application for Temporary Use of Council Land and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.

**FOR OFFICE USE ONLY**

**CASHIER PLEASE NOTE: Before accepting payment, please ensure that a copy of the current Public Liability Insurance Policy is attached to this application form.**

Date: \_\_\_\_\_ Amount Paid: \_\_\_\_\_  
Receipt No: \_\_\_\_\_

Note: May need to scan more than once to calculate correct fee.

LC PP/LLAWS



**PAYMENT OPTIONS**

**1) IN PERSON**

At any Council Service Centre. Pay by cash, cheque, eftpos or credit card.

- Whitehorse Civic Centre  
379 Whitehorse Road, Nunawading  
Phone 9262 6333
- Box Hill Town Hall  
1022 Whitehorse Road, Box Hill
- Forest Hill Chase Shopping Centre  
Shop 275, Canterbury Road, Forest Hill

**2) MAIL**

Cheque or money order (payable to City of Whitehorse) or credit card (provide details below).

**Card type:** (Tick one box)  Visa  MasterCard  
*(Please note that American Express and Diners Club are not accepted)*

**Card number:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

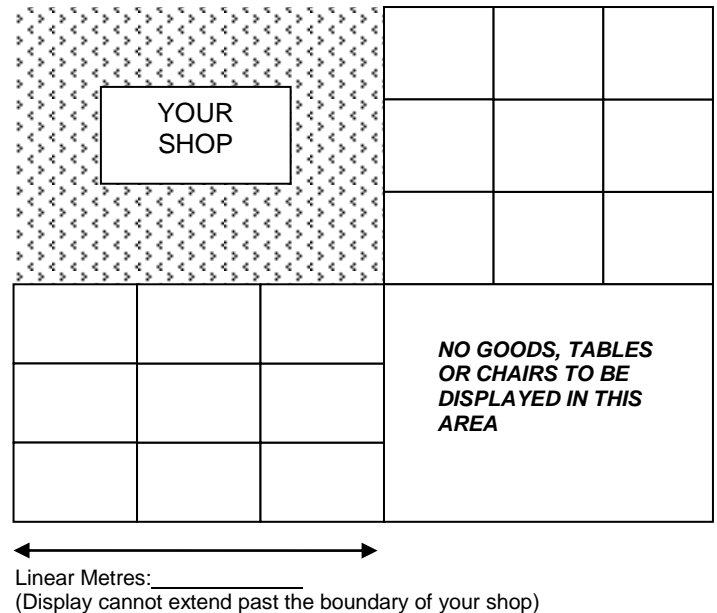
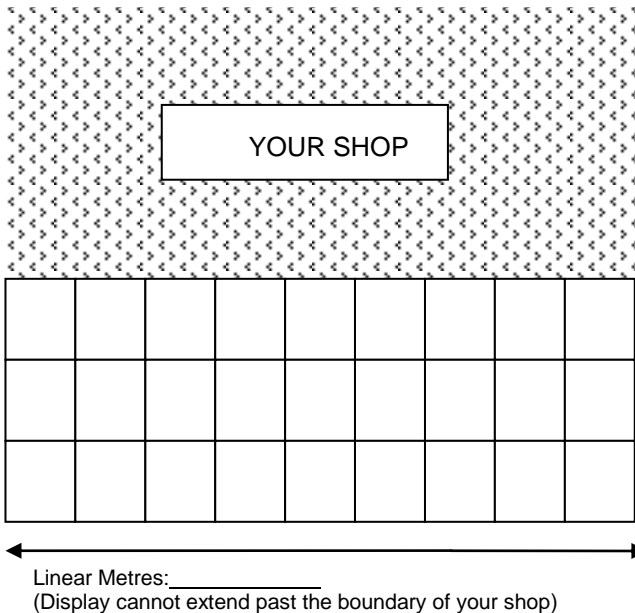
**Expiry date:** \_\_\_\_\_ / \_\_\_\_\_ **Authorised amount: \$** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## EASY RECKONER FOR CALCULATING THE FEE PAYABLE

This is for use by the applicant when calculating the fees. This fee is to be sent to Council with your application form.

Indicate on the map provided the **exact length** of your display in linear metres (Tables & Chairs or Goods) ie:



NB: The fee payable is calculated on the no. of linear metres X \$500.00 (per linear metre)  
ie: 2 linear metres would be \$1000.00 payable, 8 linear metres would be \$4000.00 payable

*Guide only: Tables of fees (nb: you will need to recalculate if your display exceeds 8 linear metres)*

Linear metres	Fee applicable
1	\$500.00
1.5	\$750.00
2	\$1,000.00
2.5	\$1,250.00
3	\$1,500.00
3.5	\$1,750.00
4	\$2,000.00
4.5	\$2,250.00
5	\$2,500.00
5.5	\$2,750.00
6	\$3,000.00
6.5	\$3,250.00
7	\$3,500.00
7.5	\$3,750.00
8	\$4,000.00

**If your linear display exceeds the table provided,  
calculation on your behalf is necessary**

Measurement: \_\_\_\_\_ linear metres

Calculation: \$500.00 X \_\_\_\_\_ linear metres

**Total Fee Payable \$** \_\_\_\_\_