



Document checklist to support your application

Different outdoor trading options require different documents to demonstrate your permit eligibility. As a guide you will need to provide copies of the following documents:

✓	What	Mandatory / Optional?
	Your COVIDSafe Plan	Mandatory
	Public Liability Insurance Certificate of currency for \$20 million from your insurance company	Mandatory
	Information about the furniture, screens, heaters, planters and any other items you plan to use outdoors	Mandatory
	Site plan (existing conditions and proposed outdoor trading area showing the proposed furniture, infrastructure or any other items at a scale of 1:100)	Mandatory
	Images and proposed size of any logos or advertising you plan to use in your outdoor trading area	Optional. Only you will have logos or advertising.
	Letter of agreement from neighbouring business(es) affected by your proposal	Optional – if you will use space in front of someone else's business
	Photos or images of the site	Optional

Please have this information ready when applying so we can process your application as quickly as possible.

Note: If plan to serve alcohol in new or expanded outdoor areas you will need to apply for a liquor licence separately through the Victorian Commission for Gambling and Liquor Regulation (VCGLR). Please visit www.vcglr.vic.gov.au/covid-19