

Embellishment/s Permit Application 2023/24



If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4144
TRIM Ref.	C001827
Last updated	July 2023
Business unit	Property
Receipt No.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Applicant Details

Premises Name			
Premises Address			Postcode
Registered Business Entity Name		ABN	
Applicant Name			
Phone			
Mobile			
Email*			

Part 2: Application Details

<p>Please submit a location plan with this application showing the proposed position of the embellishment/s. The distance to any structure or object in or adjacent to the area is to be a minimum of 2m. Measurements should be shown on the plan. Please also include a photo/brochure of the embellishment/s.</p> <p>Please pay special attention to avoid obstruction of the pedestrian thoroughfare and in plaza areas ensure that access corridors for emergency vehicles are maintained.</p>

Part 3: Insurance Details

<p>Permits will not be issued unless you have Public Liability insurance for the area you want to use. Please provide a copy of your current policy and note that you are required to arrange for Northern Beaches Council to be named on your policy as a joint insured for the respective rights and interests of yourself and Council in respect of your merchandise on the footpath. Council requires Public Liability Insurance for a minimum of \$10 million for subject Permit.</p>
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Part 4: Proposed Embellishment/s

Embellishments			
Please provide photo, illustration or description of proposed items			
Type of Embellishment/s i.e. Pot plants			
Type		Material	
Size		Number	
Description			

Part 5: Permit Fees

Application Fee for 2 year period : \$250 (paid on lodgement)

Part 6: Applicant Declaration

<ul style="list-style-type: none">• I declare that the information provided on this form is accurate, complete and correct.• I declare that I have attached all supporting documentation as indicated.• I understand that this is an application, and approval of this application is not guaranteed.• By signing this application I acknowledge that I understand and agree to abide by the conditions of this Application and that I am authorised to act on behalf of the business/company named below.			
Name of Applicant			
Signature		Date	

Office Use Only			
Application Fee Paid?	No	Yes	Receipt No:
Photo, illustration or Description of proposed items provided	No	Yes	
Public Liability Certificate of Currency Provided	No	Yes	
Plan of proposed embellishment/s area provided			

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ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card														
Card Number														
Expiry Date														

Signature													
Daytime Phone Number													
Date													

Please note: Payment card surcharge of 0.5% applies

Office Use Only													
Application No.													

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