

# Embellishment/s Permit Application 2024/2025



If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4144
Phone	1300 434 434			TRIM Ref.	C001827
Customer Service Centres	<b>Manly</b> Town Hall, 1 Belgrave Street, Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	<b>Mona Vale</b> 1 Park Street, Mona Vale NSW 2103	Last updated	June 2024
				Business unit	Property
				Application no.	
				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

Payment options	
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter:
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not approved until payment is received.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

## 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>
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### Part 3: Insurance details

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.

### Part 4: Proposed embellishment/s

Embellishment			
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

- 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			