Permit Fact Sheet

Street Trading – Commercial Trading

A person must not without a permit from Council, undertake commercial activities on roads including footpaths, streets and road related areas.

Council will strive to ensure that activities that promote a sense of vibrancy and local attraction do not impede or create adverse impacts on users.



Activities which require a Commercial Trading Permit include but are not limited to:

- Outdoor dining
- Non-food vending (e.g. books, clothes, furniture)
- Trading racks
- Flower sales
- Canvassing/leaflet distribution
- Information Stands and Pop-Up Displays
- Display of goods or overhanging articles for sale
- Petrol station pumps

The permit will authorise the permit holder to use an approved portion of land for an approved use, in accordance with all conditions of the permit, on a non-exclusive basis.

Fees

Alexandrina Council may charge a fee for use of road reserves for commercial purposes. Fees payable will be in accordance with Council's annual Schedule of Fees and Charges (as applicable).

Application

Permit applications must be lodged at least 21 business days before your proposed activity, unless a different timeframe has been agreed to by Council. This allows enough time for Council to review your application and, if required, seek additional information or consult with other relevant parties.

Each application is assessed on a case-by-case basis. Council will consider factors such as public safety, accessibility, potential impacts on nearby residents and businesses, suitability of the location, environmental considerations, and whether the activity may affect other users of the area.

Submitting an application does not automatically mean approval will be granted. Depending on the circumstances, Council may approve the application, approve it with conditions, request further information or changes, or decline the application. Council reserves the right to refuse applications that are considered unsuitable or inconsistent with the safe and appropriate use of public land and Council assets.

Permit Time Frame

A Commercial Trading Permit is valid only for the days, times and location specified on the permit. In some instances, the permit will be deemed on-going by payment of the annual permit fee and lodgement of annual insurance details.

Permit Zone

'Permit Zone' refers to the approved area where goods for sale or outdoor dining items can be placed. All goods or outdoor dining furniture including tables, chairs, umbrellas, screens, plants and any other approved items must always remain within the permit zone. All non-fixed infrastructure, including tables, chairs, umbrellas and any other furniture or equipment, must be removed from the footpath at the end of trading each day.

Accessibility

Council encourages all permit holders to consider accessibility when designing and operating activities on Council land. This includes providing safe and convenient access for people with disability, mobility aids, wheelchairs, vision impairment, older people, and families with prams. Accessible public spaces help create a welcoming and inclusive environment for all members of the community.

Entertainment

The use of music systems or amplified sound is not permitted without prior written approval from Council. If you wish to include music as part of your outdoor dining area, please provide details with your application.

Maintenance and Cleaning

Businesses operating outdoor trading areas are responsible for keeping the approved area clean, safe and tidy at all times. Regular cleaning should be undertaken throughout trading hours and at the close of trade each day to remove litter, food scraps, spills and any other waste generated by the business or its patrons.

Liability and Insurance

The permit holder is responsible for all activities conducted within the approved outdoor dining area and must always maintain adequate public and product liability insurance.

A current Certificate of Currency must be provided with the initial application and each annual permit renewal. The policy must provide a minimum cover of $20 million and indemnify against any claims for injury, loss or damage arising from the use of the outdoor dining area.

Liquor Licensing

Applicants must advise Council if they intend to apply for, or hold, a liquor licence for the outdoor dining area. A copy of the liquor licence issued by Consumer and Business Services (CBS), showing the licensed area, must be provided to Council.

Alteration to Road Reserve

Any alterations, structures, fixtures, or works within the road reserve require separate approval under Section 221 of the Local Government Act 1999 and may also require Development Approval.

Smoking

Outdoor dining areas must be smoke-free whenever food is available, served or consumed. Smoking is prohibited in public outdoor dining areas under South Australian legislation. For more information, visit the SA Health website.

Moveable Signage

Permit holders may display one moveable sign directly adjacent to their business, provided that the sign complies with all provisions of Council's By Law 4 Moveable Signs. Signs may only be displayed during business operating hours and must not be fixed or tied to any structure, object (e.g. poles, fences), tree or plant.

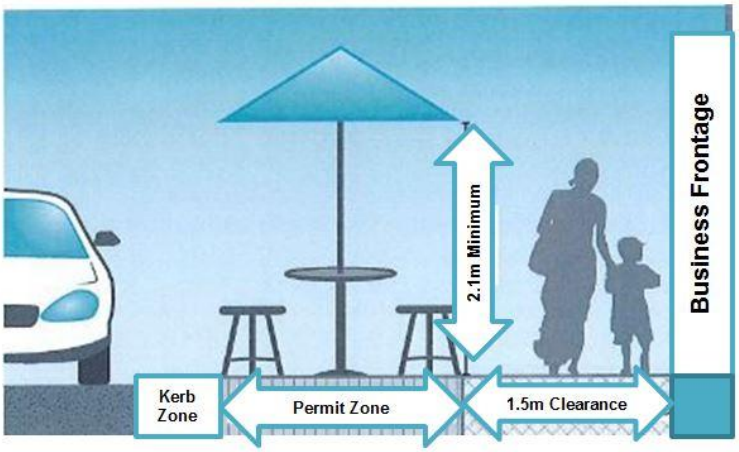
Permit Holder Responsibilities

The Permit Holder is fully responsible for the care, control, appearance, and maintenance of the approved permit area. The outdoor trading area must be kept clean at all times, free from litter and waste materials.

The Permit Holder must:

- Clean and maintain all furniture, pavement, and the adjoining footpath.
- Ensure street furniture, including plants, is kept in a neat and well-maintained condition.
- Prevent waste or sweepings from being placed or swept into the stormwater system.
- Arrange tables, chairs, and other equipment in accordance with the approved permit layout.

Clear Public Access



You must ensure that a clear and unobstructed pedestrian walkway of at least 1.5 metres in width is always maintained along the full frontage of your business. This clearance is essential to provide safe and accessible passage for all users, including pedestrians, people with mobility aids, those who are vision impaired, and other footpath users.

Further Permit Information

- Council's website www.alexandrina.sa.gov.au
- Contacting the Permit Officer on 8555 7000
- Email: permit.officers@alexandrina.sa.gov.au.