



SOUTH BURNETT
REGIONAL COUNCIL

Footpath Permit

This factsheet provides information to South Burnett residents seeking to utilise the footpath area outside their business for trade, advertising or display of goods.

What is a footpath usage permit?

The primary function of a footpath is to provide pedestrian access. However, the footpath may also be utilised for trading purposes. In order to utilise that footpath area outside a business you need to apply for a footpath usage permit. This permit allows you to place items on the footpath outside your business, including:

- tables, chairs, and umbrellas;
- advertising signs;
- display goods;
- planter boxes, screens, or promotional items.

What if I only need to use the footpath as a one-off?

There are two (2) types of footpath permits – annual and short term.

Businesses that wish to display goods on the footpath everyday must apply for an annual permit, however businesses that wish to use the footpath for only a short period of time (or a one-off) are required to apply for a short-term permit.

When do I need this permit?

If you are a business and intend to use the footpath for anything other than displaying one (1) 'A' frame type sign, you will need to apply for an annual permit.

If you are an organisation wishing to use the footpath outside of a business for the purposes of advertising, fundraising or selling goods, you will need to apply for a short-term permit, as well as gain consent from the business owner.

When don't I need a permit?

You do not need a permit to:

- have customers eat and drink outside your food business premises if the outdoor area is on private property;
- display one (1) "A" Frame type sign with suitable dimensions, such that the sign surface area will not exceed 1m² in total on either facing.

Do I have to have public liability insurance?

Applicants must hold current Public Liability insurance, as a requirement of the application. This is to ensure public safety if someone walking pasts and happens to slip, trip, or fall on your display.

Do I need any other Council approvals?

If your stall intends to sell food, you may need to apply for a food licence through Council.

You may also need to check other requirements including other licenses you may be required to hold including but not limited to:

- development approval (contact Council's Planning Branch);
- food Licence (contact Council's Environment and Waste Branch);
- building approval (from Council or private building certifier);
- liquor and gaming licensing (Contact State government - phone 13 74 68).



For further information contact Council's email info@sbrc.qld.gov.au or call 1300 789 279 or 07 4189 9100.

www.southburnett.qld.gov.au  southburnettregion

How do I apply?

You can apply for either an annual or short-term permit by completing the relevant application form on Council's [website](#).

Lodge your application with Council along with the relevant documentation including:

- a plan outlining the area proposed to be used;
- proof of public liability to the value of 10 million; dollars with Council named as an interested party
- description of goods being displayed or intended use.

What is the fee?

There is an application fee and renewal fee for an Annual Footpath permit - refer to Council's [Fees and Charges](#). There is no fee for a short-term footpath permit.

How long does a permit last?

The annual footpath permit is valid for 12 months from date of issue. A short-term footpath permit is only valid for the required dates specified on the application form.

What if I am a not-for-profit organisation?

If you are wishing to use a footpath for fundraising purposes, you are required to obtain a short-term permit and fulfil all requirements of the application.

I only want to busk – do I need a permit?

If you are seeking to busk on Council's footpath and not the businesses private property, you will need a short-term permit. You will also need to meet all requirements of the application.

How can I raise an enquiry about a footpath permit?

You can lodge a concern about a Footpath Permit in any of the following ways:

- ✉ South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610
- ☎ (07) 4189 9100
- @ info@sbrc.qld.gov.au
- 👤 Visiting a Customer Service Centre