# Embellishment/s Permit Application 2026/2027

Northern Beaches Council

| If you need help lodging your form, contact us | | | |
|---|---|---|---|
| Email | council@northernbeaches.nsw.gov.au | | |
| Phone | 1300 434 434 | | |
| Customer Service Centres | **Manly**<br>Town Hall,<br>1 Belgrave Street,<br>Manly<br>NSW 2095 | **Dee Why**<br>7 Civic Drive,<br>Dee Why<br>NSW 2099 | **Mona Vale**<br>1 Park Street,<br>Mona Vale<br>NSW 2103 |

| Office use only | |
|---|---|
| Form ID | 4144 |
| TRIM Ref. | C001827 |
| Last updated | June 2026 |
| 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 the Customer Service Centre (listed above) to apply with supporting documentation |
| 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.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received. |
| **Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.** | |

## Part 1: Applicant details

| | | | |
|---|---|---|---|
| Premises name | | | |
| Premises address | | | |
| | | Postcode | |
| Registered Business Entity name | | ABN | |
| Applicant name | | | |
| Phone | | | |
| Mobile | | | |
| Email* | | | |

## Part 2: Application details

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.
Please pay special attention to avoid obstruction of the pedestrian thoroughfare and in plaza areas ensure that access corridors for emergency vehicles are maintained.

## 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 | | | | ◯ | |