Footpath Merchandise Approval 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** 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

Office use only	
Form ID	4076
TRIM Ref.	
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: Introduction

- By virtue of S.68 of the Local Government Act 1993 (NSW) a person must not, without the prior approval of Council, expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of a public road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.
- The purpose of a footpath merchandise approval is to permit business owners to display goods on the footpath, in order to encourage customers to enter the premises, not to carry out business or financial transactions on the footpath.

Part 2: Applicant details

Shop trading name			
Registered business entity name			
		ABN	
Applicant's full name			
Address of business			
		Postcode	
Mobile			
Email*			
Please tick one:	New application ◯	Renewal of approval ◯	

* A postal address and email address must be provided. Correspondence will be via email when possible.

Part 3: Details of approval sought

Type of business	
Describe type of goods to be displayed	
Describe types of containers/ stands to be used (include type of material used in construction)	

A location plan – see example below - and photos of the proposed display are to be enclosed with this Application Form

The plan is to show:

- the side and front boundary of the business premises with locations of doors and windows
- the area required (a maximum of up to 1m width from property front and up to a maximum of 3m length not exceeding the boundary of the shop front)
- distance to kerb and any other objects such as trees, bins, bus tops etc (minimum pedestrian clearance of 2m required)

Measurements are to be shown on the location plan for all of the above matters.

NOTE: Council's Standard Conditions of Approval require Public Liability Insurance to be effected to the value of at least $10 million. The required endorsement noting Northern Beaches Council's respective rights and interests and indemnifying Northern Beaches Council for the approved area is to be shown on the policy. A copy of the policy is to be produced to Council prior to the display of any articles and the carrying out of any related activities under the Approval.

Part 4: Conditions

1. An application for the issuing of Approval is to be submitted. This application is to be accompanied by a location plan. The application will cleary explain the proposal use, how any structures or stands are to be built, the type of materials, accurate dimensions and means of securing fixtures. Any Approval issued will be for a maximum period of two years.
2. The applicant must provide a Certificate of Currency (minimum level of indemnity for $10 million) from their respective public liability insurer with Council's interest noted on the policy and indemnifying Northern Beaches Council in respect of the licensed area of Council's footpath before an Approval is issued. Proof of ongoing insurance must also be provided in subsequent years.
3. Goods shall only project a maximum width of 1 metre from the front property alignment and up to a maximum of 3 metres in length (not exceeding the property boundary) and subject to a minimum footpath width of 2 metres being maintained for public access.
4. Goods shall not obstruct access to the shop or any other premises. Goods shall not create litter or any form of staining or rubbish on the footpath.
5. The Goods displayed must only consist of those goods for sale by the business. Goods such as liquor, drugs, pharmaceuticals or tobacco, hazardous or inappropriate goods shall not be displayed.
6. The Applicant must comply with the Northern Beaches Council's Single Use Plastic Policy, aimed at eliminating the use of single use plastics. As such disposable single use plastic and polystyrene products including cups, plates, straws, stirrers, cutlery, balloons, bags or individually wrapped products are not permitted in the approved area. The Applicant should provide products and services that do not rely on single use plastics and promote alternatives to single use plastics for use in the approved area.
7. Goods shall be displayed in such a manner that supervision from the shop premises is available.
8. Display stands should be safe and secure and should be removed from the footpath if the weather causes unsafe conditions. Display stands should be constructed in a workman-like manner which will not deteriorate with sunlight or rain and have edges and corners finished so as not to cause any injury to a passer-by or catch clothing. No packing materials, cardboard boxes, crates or improvised stands permitted.
9. All goods shall be displayed on stands, racks or in containers above the level of the footpath. The only goods to be displayed on the ground shall be specifically designed for that purpose. For example large plant containers, sale furniture such as table and chairs.
10. Display stands, racks or containers must be removed from the footpath when the business is closed.
11. The façade of a building is not to be altered without approval of a Development Application.

Part 5: Applicant declaration (please tick as appropriate)

I/We declare that, to the best of my knowledge and belief, the information contained in and enclosed with this Application is true and correct			◯
I/We enclose in support of my application a location plan (as referred to above).			◯
I/We enclose Public Liability Insurance to the value of at least $10 million. The required endorsement noting Northern Beaches Council's respective rights and interests and indemnifying Northern Beaches Council for the approved area is to be shown on the policy. (as referred to above)			◯
I/We agree to pay the sum of $580.00 in payment of the 2 (two) year application (no GST)			◯
Applicant(s) name			
Signature(s)		Date	

Example Plan

My Shop Name
For display of <enter description of goods>

