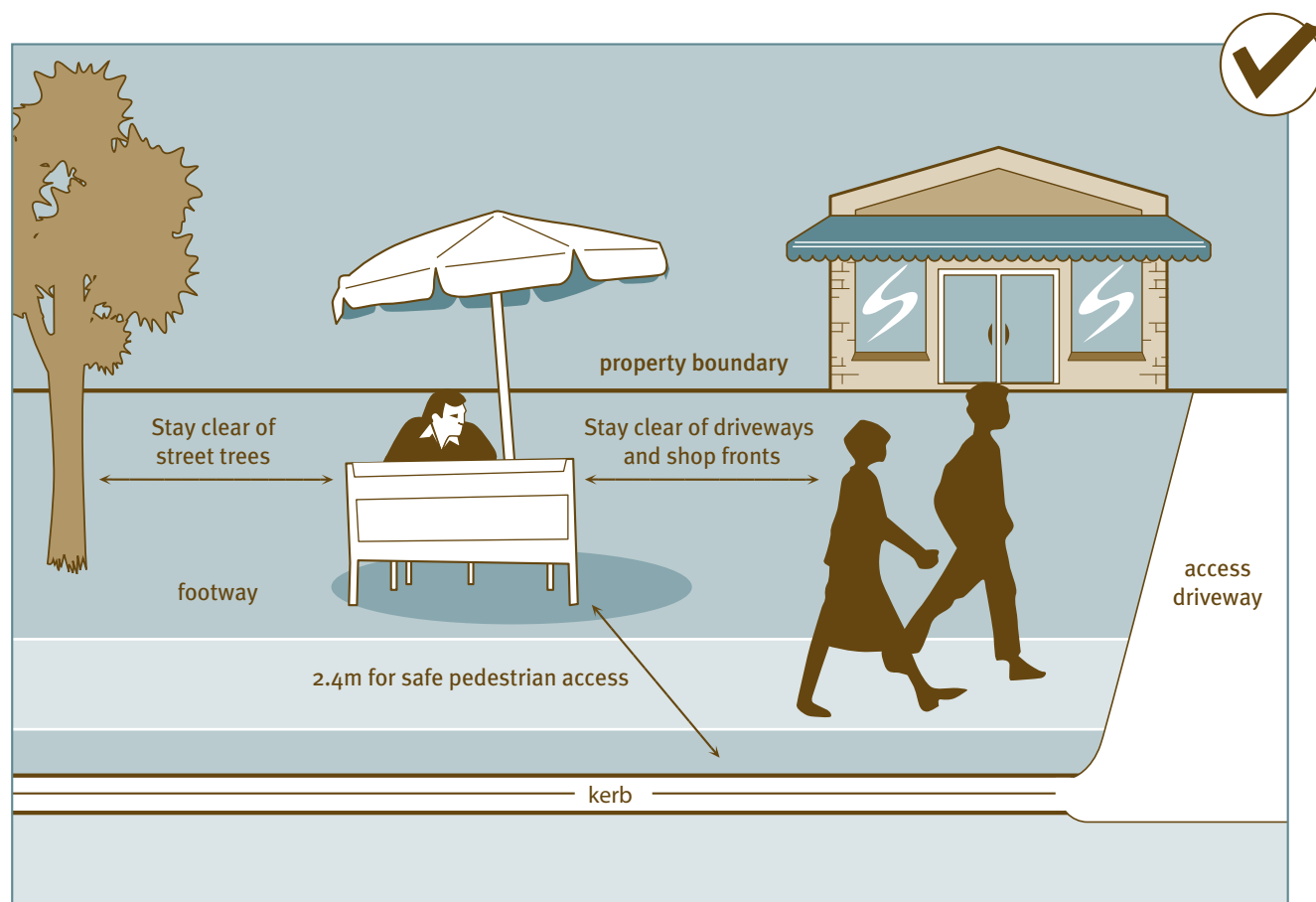


Temporary use of a Council footway

This fact sheet is for anyone who would like to use a Council footway temporarily. This may be to set up street stalls, stands or booths, or carry out activities such as filming and special events. A checklist is included to ensure you comply with all regulations relevant to the activity you are carrying out.

If you do not comply with Council standards, your material and equipment may be confiscated and release fees may apply. If necessary, you will be required to fix any damage caused to Council assets at your expense.

You must also ensure the work does not put the public at risk or cause property damage. Council takes no responsibility for any public liability injury or property damage caused by you temporarily using the footway.



Do I need a permit?

You may need to apply for a permit from Council to use the footway temporarily.

Ask yourself the following questions.	YES	NO
Will I be using the footway for longer than 48 hours?		
Will I fully obstruct the footway and require pedestrians to move onto the road and take an alternate path?		
Is the footway I am using on a main road or in the CBD?*		

*All main roads are marked yellow in the Brisbane UBD.

If you answered **yes** to any of the above questions you will need to obtain a permit from Council and follow the guidelines below.

If you answered **no** to all of the questions, you do not need a permit but must still comply with the guidelines below.

How do I apply for a permit?

To obtain an **Application/Notice to Work on Council Property** form go to www.brisbane.qld.gov.au, visit one of Council's Regional Business Centres or phone 3403 8888.

Complete the application form and submit with the following.

- Hand-drawn plan showing:
 - the footway you plan to use
 - trees, street lights or other public utilities located near the area you plan to use
- Where applicable, information on any public consultation you have undertaken or copies of written consent received by any person or business impacted by the activity
- Photograph showing or note explaining any existing damage to Council assets in the area

Applications and applicable fees can be lodged at any of Council's Regional Business Centres.

Before you start work complete the checklist below to ensure you meet Council requirements.

- Check the condition of all existing kerb, channel, footpath and road surfaces. If damage exists, take a photograph or write a note and submit it with your application. Any damage caused by the activity you carry out, or any damage not notified to Council prior to you commencing work, will be repaired at your expense.
- You must allow 1.8 metres for pedestrians to use the footway in low pedestrian traffic areas and 2.4 metres in high pedestrian areas. If the activity will completely obstruct the footway and require pedestrians to take an alternate path, adequate signage and redirection measures must be put in place.

- Temporary use of a footway should **not** occur within 25 metres of:
 - a school crossing between the hours of 8am – 9.30am and 2.30pm – 3pm on school days;
 - or any train station or bus stop interchange between the hours of 7am – 9.15am and 3.30pm and 6.30pm Monday to Friday.
- You must not restrict driver vision at intersections, corners, pedestrian crossings or obscure traffic signals or street signage. Temporary use of a footway must not occur within 20 metres of a major intersection and 10 metres of a minor intersection.
- You should not obstruct access or damage public utilities such as bus stops, bikeways, parking bays, taxi ranks, phone booths, stormwater drains, fire hydrants, utility service pits and power or light poles. If you are required to obstruct any public utility you must contact the relevant authority.
- Activities are to be located 600mm back from the edge of the kerb where there are parking bays.
- Consider if there is a chance that root systems or canopies of any street trees may be damaged. If there is a chance trees may be damaged notify Council's Vegetation and Pest Services on 3403 8888 prior to commencing work.
- If there is any potential for sediment and erosion to enter the stormwater system you must ensure appropriate measures are put in place to prevent this from occurring. For information on preventative measures visit www.brisbane.qld.gov.au and search for 'waterways' or phone 3403 8888.
- If road traffic is affected you must ensure adequate signage and alternate measures are in place. For advice on signage please refer to the Manual for Uniform Traffic Control Devices available from Main Roads. For general Workplace Health & Safety advice refer to Workplace Health & Safety Queensland's website at www.whs.qld.gov.au.
- If you want to close a road, lane or Council parking bay you need to lodge a Temporary Lane and Road Closure application with Council's Traffic Management Centre for assessment. Phone Council on 3403 8888 for more information.
- If the work will affect local residents or businesses you must advise them of:
 - the nature of the activity being carried out;
 - the duration of the activity; and
 - a contact number for enquiries relative to the activity.
- If access to any business or resident is prevented an alternative arrangement must be agreed on between all parties.
- Ensure you have obtained any necessary Police permits prior to using the footway.
- If you are required to park on the street during construction, you must obey all posted parking restrictions.

For more information on temporary use of a Council footway please go to www.brisbane.qld.gov.au, visit one of Council's Regional Business Centres or phone 3403 8888.

**Brisbane City Council
Information**
GPO Box 1434
Brisbane Qld 4001

Printed on recycled paper



J2005 - 01828
© Brisbane City Council 2005

For more information
visit
www.brisbane.qld.gov.au
or call (07) 3403 8888