

Footpath Trading - Fact Sheet 5

Retractable Awnings



Purpose

Retractable awnings and sunblinds provide businesses the opportunity to provide additional protection to adjoining footpaths. These frequently relate to outdoor dining or goods on display.

Council's Permit Requirements

Footpath Trading Permits

If the use of an awning is required for footpath trading (outdoor furniture or goods on display), a permit must be obtained from the Footpath Trading unit. Contact details are provided at the end of this Fact Sheet.

Statutory Planning Permits

If an awning or sunblind is proposed and the use is not related to footpath trading, a planning permit may be required. Please contact Council's Statutory Planning unit for further advice.

Contact: Port Phillip Planning Department
St Kilda Town Hall, Cnr Carlisle Street & Brighton Road
E: planhelp@portphillip.vic.gov.au
T: (03) 9209 6424

Building Permits

Anything attached to a building or verandah including a retractable awning or sunblind requires a building permit.

Retractable awnings must comply with the requirements of the building regulations. The report and consent of Council's municipal building surveyor must be obtained for awnings that do not comply with the following regulations: Verandahs (Building Regulations 507)

A verandah must not project beyond the street alignment:

- Unless it is set back not less than 750mm from the kerb; and
- As a height less than 3m above the level of the footpath.

Please refer to Diagrams 1 and 2 attached.

Contact: City of Port Phillip Building Department
St Kilda Town Hall, Cnr Carlisle Street & Brighton Road
E: helpbuilding@portphillip.vic.gov.au
T: (03) 9209 6253

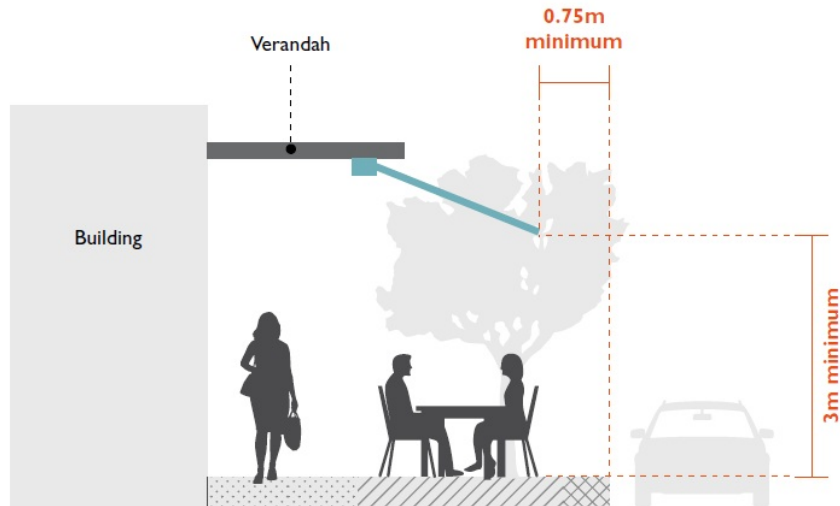


Diagram 1 – Retractable awning attached to a verandah

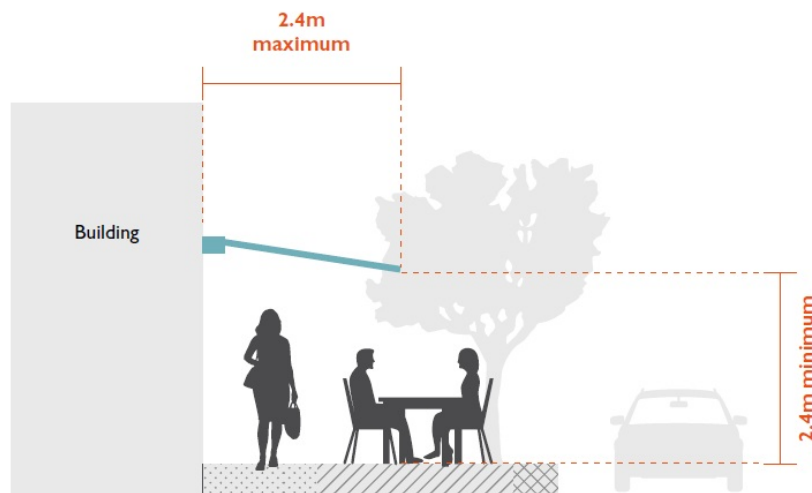


Diagram 2 – Retractable awning attached to a building

The Footpath Trading Guidelines (2017) and Local Law No. 1 (Community Amenity)

Section 3.5 of the Footpath Trading Guidelines considers the design, placement and storage of retractable awnings and are summarised as follows:

Design

- Retractable awnings must not be attached to any item on the footpath.
- Awnings must not be attached to any type of screens.
- In a heritage overlay, the assessment will take into consideration the comments of Council's Urban Design and Heritage Officer.
- No advertising is permitted on a retractable awning.

Placement and Storage

Awnings must be retracted when the footpath trading use is not operating.

How to Apply For a Footpath Trading Permit

Before submitting an application you are encouraged to read the Footpath Trading Guidelines (2010) to understand the various safety, and amenity considerations that form the decision-making process.

Complete the application form available online at: www.portphillip.vic.gov.au/footpath-trading.htm
Alternatively please contact the Footpath Trading unit. Submit your completed application form with a simple plan scaled 1:100 (1cm = 1m), to show:-

The Site

- The length of the building frontage
- The width of the footpath
- Parking restrictions
- Location of any infrastructure, such as street trees, bicycle hoops, public benches etc.

The Retractable Awning

- Plans and elevations
- Details of materials, colours and finishes.

You must also include:-

- Application fee
- A copy of valid public liability insurance policy
- A copy of the Building Permit or Report and Consent

How long until I know the decision?

In most cases a decision can be reached within 20 business days. You cannot legally construct a retractable awning without a valid permit.

How do I request a review of my decision?

If you are the permit applicant and dissatisfied with the decision of the council officer, you have the right to request a review of this decision. For more information please refer to the Footpath Trading Panel - Fact Sheet No. 1.

For more information on retractable awnings refer to Sections 3.5 of the Footpath Trading Guidelines, (2017), or contact the Footpath Trading unit:-

Phone: (03) 9209 6844 (Mon to Fri 8.30am to 5pm)

E-mail: footpathtrading@portphillip.vic.gov.au

Web: www.portphillip.vic.gov.au/footpath-trading.htm

Mail: City of Port Phillip, City Permits, Private Bag No. 3, PO ST KILDA VIC 3182

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