

1.0 Introduction

To help support local shopping and vibrancy around all of Lismore's business centres, Lismore City Council is piloting footpath trading and promotions opportunities for businesses and organisations located within our business centres across the Local Government Area. Approvals to participate are required, and subject to adherence to specified locations, times and accessibility guidelines.

Businesses and organisations across the Lismore Local Government Area are invited to apply to participate in this pilot initiative. Approval will be subject to applicant's ability to comply with Section 68 consent conditions and accessibility requirements and provide evidence of current Public Liability (\$20M) as outlined below.

This Pilot delivers opportunities for:

- **Footpath trading and promotion between 24 February and 29 June 2025.**

This Pilot aims to demonstrate benefits for individual business, the local economy and business centre amenity, with a consistent approach that does not impede accessibility throughout our business centres. Businesses involved will be asked to participate in a post pilot survey to inform the evaluation of the pilot.

2.0 How to get involved

1. Read these guidelines and associated Section 68 Consent document (S68) [under the Business section of our website.](#)
2. Complete the simple Footpath Activation Pilot Application Form [listed here under F on our website.](#)
3. Receive email approval from Lismore City Council staff.
4. Once approval is confirmed, you can put trade and/or promotions on the footpath adjacent to your store subject to these Guidelines. Please retain a copy of your approval in store, should this be requested by Council Rangers.

3.1 Pilot Guidelines for Footpath Promotions

Through the online Footpath Activation Pilot Form applicants must confirm their acceptance of the 24 conditions associated with the Section 68 Consent; the Accessibility and Safety requirements outlined within these guidelines (Section 3.3); and adherence to the following Pilot requirements (Section 3.1):

- a) **Times** permitted for footpath promotion: 7am to 7pm, 7 days a week
- b) **Pilot dates** permitted for footpath promotion: 24 February to 29 June 2025
- c) **Pilot locations** permitted for footpath promotions: On Street Trading Zones directly outside the business operators' premise, as per **Diagram 1 – On Street Trading Zone**
- d) **Promotional parameters and options:** Approved businesses and organisations can display up to two (2) promotional signs on the footpath during the Business Centre Activation Pilot, which must accord with requirements outlined in Sections 3.1 and 3.3. Three (3) promotional options are available for approved operators to install onto the On Street Trading Zones during the Pilot period:
 - (i) A-Frame signage (600mm x 900mm maximum).
Must have wind resistant supports installed such as sandbag or water blocks;
 - (ii) Tear Drop Banner (2.5m high maximum)
Must have wind resistant supports installed such as sandbag or water blocks; or
 - (iii) Corflute Bollard Cover (380mm x 1000mm maximum).

3.2 Pilot Guidelines for Footpath Trading

Through the online Footpath Activation Pilot form applicants must confirm their acceptance of the 24 conditions associated with the Section 68 Consent; the Accessibility and Safety requirements outlined within these guidelines (Section 3.3); and adherence to the following Pilot requirements (Section 3.2):

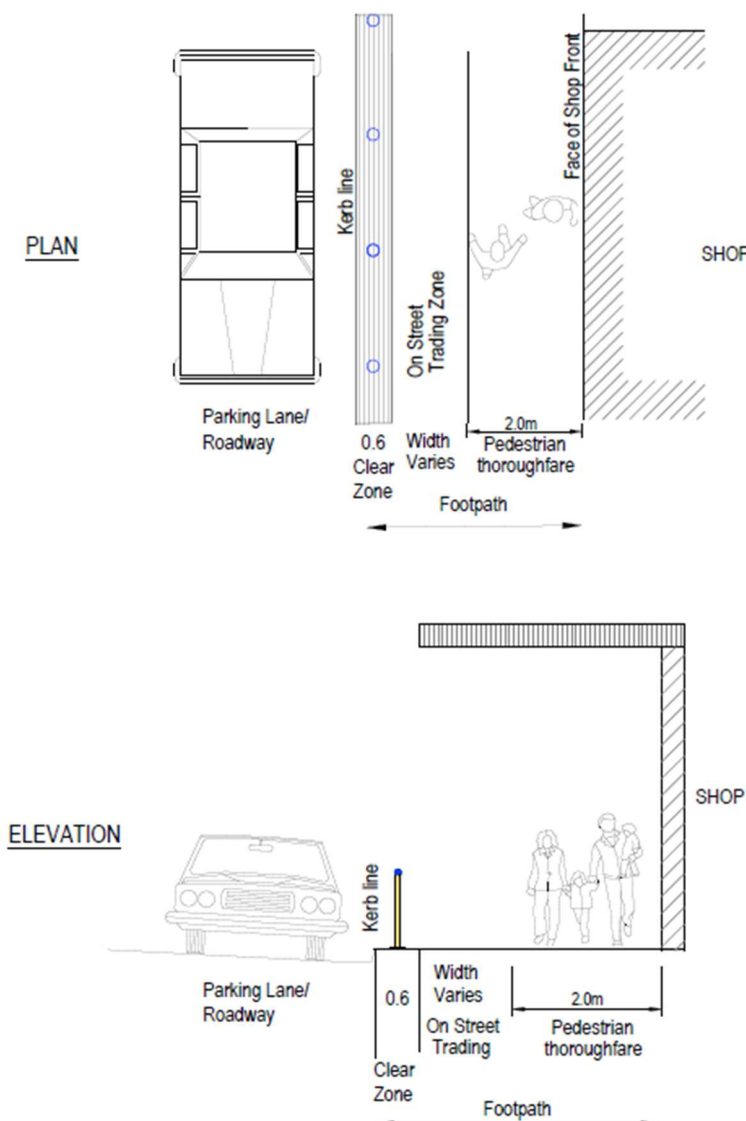
- a) **Times** permitted for footpath trading: 7am to 7pm
- b) **Pilot dates** permitted for footpath trading: 24 February to 29 June 2025
- c) **Pilot locations** permitted for footpath promotions: On Street Trading Zones directly outside the business operators' premise, as per **Diagram 1 – On Street Trading Zone**
- d) **Activation parameters:** Approved operators will be able to trade within the 'On Street Trading Zones' during the pilot dates – trade could include clothing stands, retail, food etc (see general requirements below), and must accord with requirements outlined in Sections 3.2 and 3.3.

3.3 General Guidelines for Footpath Activation Pilot

Approved businesses and organisations for footpath promotions and trading, must accord with the following requirements:

- **Accessibility** - to ensure safe and continuous use of the footpath by pedestrians, including people with disabilities, you must maintain a minimum width of 2 metres between the shop frontage of the building and the temporary structures / promotions / goods used for display or sale (see *Diagram 1 below*)

Diagram 1 – On Street Trading Zone



- **Setup and pack down** – permitted temporary structures / promotions must not extend beyond the length of your shop frontage; and must be located on the at least 2m from the shopfront and 600mm from the kerb. All items must be removed from the footpath upon close of trading, and the area is to be cleaned and tidied upon completion of each event.
- **Expenses** – approved businesses and organisations are responsible for covering costs of participating in footpath activation and meeting these requirements, including the cost of repairing any damage to the site caused by the footpath trading or activities.
- **Risk management and insurance** – plan footpath activation for safety, security and minimising risks. As required in the S68 consent, you will need to demonstrate current public liability compensation insurance of at least \$20 million, and indemnify Council against all claims of public liability.
- **Food businesses** must be registered with Lismore City Council, and accord with NSW legislation and standards as outlined [on our website](#). Cooking and heating equipment (bain-maries, barbecues etc) and additional dining on footpaths will not be permitted.
- **Music and noise** - amplified music or other noise associated with the trading activity must not adversely impact upon the amenity of the street.

This initiative is for local businesses and organisations in business centres across the Lismore Local Government Area. Business operators may wish to collaborate with another business or organisation for trade or activities in proximity to their premise, as long as approval is confirmed, meeting all conditions outlined here within, and in compliance with premise planning approvals.

Confirmation of approval to participate in the **Lismore Footpath Activation Pilot** will be granted via email, within five (5) working days of a complying application.

For further information:

Contact the Destination and Economy team on 02 6625 0500 or via email at business@lismore.nsw.gov.au