

Objects on Footpath Operating Guidelines

28 July 2021

administration

PARENT DOCUMENT: [Temporary Use of Public Space Policy](#)

PURPOSE

The City of Adelaide encourage and invites applications that are creative, safe, and complementary to the location in which they take place. This guide implements Council's [Temporary Use of Public Space Policy](#) and the principles which guide our approach to how public space can be used and activated for business purposes.

Businesses who seek to activate the footpath with items such as retail displays, planter boxes and footpath stickers can apply for an Objects on Footpaths Permit.

This guideline provides a description of what can be placed on the footpath and the key criteria for each type of object to ensure that public spaces remain safe and accessible for all users.

Any objects that do not fall within the categories below will be assessed on a case-by-case basis to ensure they are suitable for placement in the public realm.

IN THIS GUIDE

- Moveable Signs (A-Frames)
- Retail Displays
- Planter Boxes
- Footpath Stickers

OPERATION

APPLYING FOR AN OBJECTS ON FOOTPATH PERMIT

All applications must include the following:

- A completed [online application](#)
- An image of the object
- A site plan detailing where the item will be placed on the footpath
- A Certificate of Currency of your Public Liability Insurance with a minimum cover of \$20 million, noting the City of Adelaide as an interested party

GENERAL CRITERIA

Businesses can apply to place an object on a footpath if they:

- Have a ground floor establishment with a clear footpath area for the object to be placed kerbside directly in front of the business (objects cannot extend beyond the width of the business frontage without written permission from neighbouring premises)
- Can maintain clearance and placement requirements noted below

- Use a removable object that is displayed on the footpath during the hours the relevant business premises are lawfully open to the public, and must be removed outside trading hours to allow for industrial cleaning of the footpath (with the exception of planter boxes)

LOCATIONS

Footpath areas within the City and North Adelaide can be used for the placement of commercial objects. Locations depend on availability and are authorised on a case-by-case basis in line with these Guidelines by Council.

Objects will not be permitted in the following locations:

- Any footpath that is the boundary of the Park Lands, a square or a reserve within the meaning of the *Local Government Act 1999 (SA)*
- On a footpath that is grassed or otherwise landscaped or gardened
- Adjacent to bus zones, taxi zones, passenger loading, loading zones, designated disabled parking spaces or disabled passenger loading zones
- Rundle Mall

Applications for objects in Ceremonial Streets such as (King William Street, between North Terrace and Victoria Square, and North Terrace) can be considered on a case-by-case basis by Council, subject to all clearance and placement requirements being met. Due to the significant amount of public infrastructure on these streets it is not always possible to permit additional business uses.

Any permitted objects on Ceremonial Streets are required to be removed for events, parades, and pageants.

Please note the following locations are not covered under a City of Adelaide permit as they fall within the jurisdiction of other authorities:

- Rundle Mall Precinct - this includes Rundle Mall and its side streets. For further information please visit the [Rundle Mall website](#).
- Adelaide Central Market – for further information please visit the [Adelaide Central Market website](#)
- Adelaide Oval River Bank Precinct - for further information please contact the [Stadium Management Authority](#)
- The footbridge - for further information please contact the [Department of Planning, Transport and Infrastructure](#).
- Adelaide Train Station - for further information please contact [Adelaide Metro](#).

CLEARANCE AND PLACEMENT REQUIREMENTS

It is important that objects on footpath are suitably placed to maintain pedestrian access, sight lines and access to other assets. The following table sets out the minimum clearance and placement requirements for objects on footpaths:

- Placed kerbside with a minimum setback of 600 millimetres from the kerb (to ensure that the building line is kept clear and to maintain an unobstructed and consistent walkway throughout the city for pedestrians in particular the vision impaired)
- Setback by a minimum of 1 metre from existing public infrastructure including (but not limited to) street ramps, trees, seats, bins
- Have a max height of 1.5 metres to ensure sight lines for footpath and road users are unobstructed

Setback and Clearance Summary Table

Placement on Footpath	Required Setback or Clearance
Horizontal clearance from the kerb line	600 millimetres
Horizontal clearance from the property line	1.8 metres (minimum)
Intersection setback	1.8 metres (minimum)
Side access setback (driveways, crossovers or private roads access)	1.8 metres (minimum)
Setback between footpath items (seat, bins, trees, streetlights etc.)	1 metre
Setback from disabled carparking space(s) parallel to the kerb	1.8 metres (minimum)
Setback from bus, taxi and loading zones	1.8 metres (minimum)
Setback from pedestrian crossings	1.8 metres (minimum)
Setback from construction sites	1.8 metres (minimum)
Setback from access points to underground infrastructure	1 metre

Objects are not permitted to be placed adjacent to:

- Bus, taxi and loading zones
- Disabled parking
- Pedestrian crossings
- Construction sites

TYPES OF OBJECTS

Moveable Signs (A-FRAMES)

A-Frames that comply with City of Adelaide's *Moveable Signs By-Law 2018*, do not require an Objects on Footpaths Permit. Please review the [Moveable Signs By-Law 2018](#) for A-Frame requirements.

Retail Displays

Retail Displays offer businesses the opportunity to utilise the footpath outside of their business to activate the space by displaying or showcasing an element of their business.

Requirements:

Be a minimum height of 600 millimetres high and cover an area of footpath no less than 600 millimetres x 600 millimetres, so that they are of sufficient size to avoid trip hazards to pedestrians.

Designed for stability by ensuring that the object is appropriately proportioned and weighted (as a guide, a weight of 15 kilograms may achieve this).

Ensure that no part of the table protrudes out creating a hazard to pedestrians.

These include any structures that enable products to be displayed on or in them, such as trestle tables, bins, trolleys, clothing racks, baskets, barrows, bowls, vases and carts.

Such structures must not be used for advertising alone but can incorporate advertising displays on side panels (see below).

Size must be:

- Max 1.5 metres high (including the products displayed)
- Min 600 millimetres high
- 1.5 metres long
- 750 millimetres wide (perpendicular to the kerb)
- A single display panel at each end of the hanging device which is no wider than the widest part of the hanging device and is aligned perpendicular to the footpath.
- Any hanging product display on wheels must incorporate a locking device for safety and stability.

Planter Boxes

Planter boxes must be aligned parallel to the kerb line and fit within the boundaries of the business frontage or permitted outdoor dining zone.

Planter boxes not parallel to the kerb line will be assessed on merit.

Planter boxes are required to meet the following criteria:

- Be a minimum width of 500 millimetres
- Be a maximum length of 1.5 metres
- Have a total height of no more than 1.5 metres from footpath to top of plants. Please note that consideration for the use of planter boxes with a total height of more than 1.2 metres from footpath to top of plants, can only be used following a risk assessment and authorisation from Council
- Be elevated 20 millimetres above the footpath to allow for drainage
- Be constructed of durable material adequate to meet functional requirements including resistance to vandalism and impact from pedestrians. Plastic is not permitted
- Be secured in place during use (e.g. have lockable casters).
- Be designed and placed so that overflow from watering does not discharge into the storm water system, stain pavements or cause a safety hazard to pedestrians
- Be maintained to a good standard.

Footpath Stickers

Footpath stickers can be used within the city and North Adelaide to promote city-based events or as part of public awareness campaigns only, not for commercial or third-party advertising.

Examples include:

- Public conferences
- Exhibitions
- Civic programs
- Shows
- Sporting events
- Concerts
- The role of city precincts
- Key charity drives or appeals
- Major events held by charities
- Events of state, national or international significance.

An Objects on Footpath Permit will cover up to 48 stickers installed in specified locations (with only one sticker permitted at each site) for a maximum period of one month).

Stickers can be up to 1 metre² in size and made from a non-slip material. The use of dark colours (such as black and purple) is discouraged as dark stickers may pose a hazard to people with a vision impairment. Stickers are to be installed in a footpath area that is setback from traffic lights, pedestrian crossings, buildings and street infrastructure.

OTHER USEFUL DOCUMENTS

Related documents

- [Temporary Use of Public Space Policy](#)
- [Outdoor Dining Guidelines](#)

Relevant legislation

- Section 222, *Local Government Act, 1999 (SA)*
- By-Law No.1 – Permits & Penalties
- By-Law No.3 – Local Government Land
- By-Law No.4 – Roads

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Public footpaths: are defined as all footpaths, shared paths, separated paths, shared zones and malls necessary for public access, operating full-time or part time, within the care and control of City of Adelaide.

Business Purposes: Persons, partnership, organisation or corporations engaged in activity that benefits them.

Retails Displays: Exhibiting elements of the business's offerings with the use of displays, display tables or clothing racks.

ADMINISTRATIVE As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **3** years unless legislative or operational change occurs beforehand. The next review is required in **2024**.

Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
<i>ACC2021/40689</i>	<i>Associate Director Regulatory Services</i>	<i>28/7/2021</i>	<i>New Guideline created as a result of the permit review.</i>

Contact:

For further information contact the Regulatory Services Program

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