



OUTDOOR DINING APPLICATION FORM

Relates to:

- *Roads Act 1993* – section 125 (Approval to use footway for restaurant purposes) and section 126 (Authority to erect structures)
- *Local Government Act 1993* – section 68 (Activities that require the approval of Council)
- Council's *Outdoor Dining Policy 2016*

About this form

1. This form can be used to apply to use public land for outdoor dining in conjunction with an approved food and drink premises (such as a cafe, restaurant, take away food shop).
2. Application fees apply. Please refer to Council's Goods and Services Pricing Schedule (section titled 'Use of footpath areas').
3. Please read Council's *Outdoor Dining Policy* before submitting this form.
4. Please read the 'Outdoor Dining Application Checklist' at the back of this form.

How to lodge this application

<p>In person at:</p> <p>Blacktown City Council 62 Flushcombe Road BLACKTOWN NSW 2148 Monday – Friday 8.30am – 5.30pm</p>	<p>Send to:</p> <p>The General Manager Blacktown City Council P.O Box 63 BLACKTOWN NSW 2148 or council@blacktown.nsw.gov.au</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Application fee payment methods include cash, cheque (payable to Blacktown City Council), Mastercard, Visa and EFTPOS.

When an outdoor dining application is approved

1. A licence agreement between Council and the outdoor dining operator must be signed by both parties.
2. A maintenance bond and annual rental fee (for the use of the public land) must be paid. Please refer to Council's Goods and Services Pricing Schedule (section titled 'Use of footpath areas') for details.

Details of premises (associated with proposed outdoor dining area)

Business name		ABN	
<input style="width: 90%; height: 25px;" type="text"/>		<input style="width: 90%; height: 25px;" type="text"/>	
Street number	Street name		
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 90%; height: 25px;" type="text"/>		
Suburb	Post code	Lot Number	DP/SP
<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

Applicant details

Title	Given name/s	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Email address	Business phone	Mobile phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

Details of proposed outdoor dining facility

1. Is there a current Development Application (DA) or consent to operate a food and drink premises at this address?

Yes ► Please provide details of the approval.

No ► You must have development consent to operate a food and drink premises.

2. Is the proposed outdoor dining associated with a licenced premises (eg. pub or bar)?

Yes ► You must also submit a Development Application.

No

3. Furniture and other items to be placed on public land

Please specify the number of each item that is proposed

Chairs Tables Umbrellas (portable) Outdoor heaters Barriers

Fixed shade structure ► You must also apply for a road opening permit.

Other

4. Does the proposed outdoor dining area adjoin a classified road?

Yes ► Your application will need to be referred to NSW Roads and Maritime Services, for concurrence.

No

Public liability insurance details

Outdoor dining operators must have public liability insurance with a minimum cover of \$10 million. The policy must specify Blacktown City Council as an interested party. A Certificate of Currency from the insurer, confirming that the insurance policy is current and valid must accompany this application.

Insurance company

Policy number

Expiry date

Amount of cover

Council shown as an interested party

Yes

No

Application Declaration

This section must be completed by the operator of the business for which an outdoor dining approval is being sought.

All plans and documents that are required to accompany this application (as per the checklist at the back of this form) must be submitted. Failure to provide the required documentation, to an acceptable standard, will result in your application being returned.

I declare that the information provided on this form and in the supporting documentation is accurate, complete and correct.

I understand that this is an application, and approval of this application is not guaranteed.

Applicant name (please print)

Applicant signature

Date

OFFICE USE ONLY

Application number

File number

Received by (officer's name)

Amount paid (application fee)

Receipt number

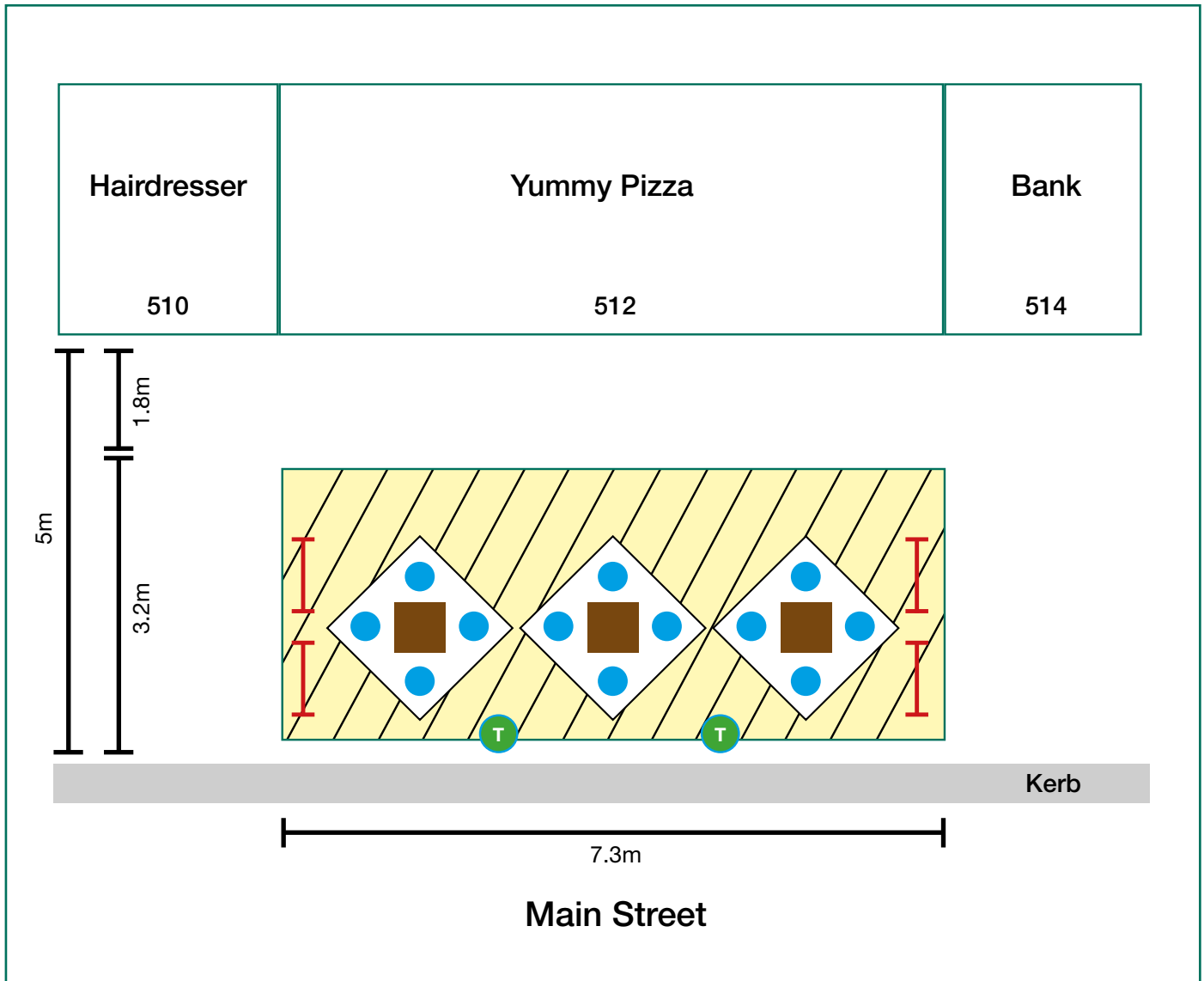
Comments

OUTDOOR DINING APPLICATION FORM

	Checked by applicant	Checked by Council
1. Outdoor dining application form, completed and signed by the applicant.		
2. Application fee (refer to Council's Goods and Services Pricing Schedule, 'Use of footpath areas' section)		
3. A plan (to scale) showing: <ul style="list-style-type: none"> • Boundaries of the property on which the food and drink premises is located • Width of the shop and location of openings • Boundaries of the proposed outdoor dining area • Width of the footpath • Surrounding land uses • Existing trees • Existing infrastructure such as power and light poles, rubbish bins, parking signs, benches, planter boxes • Nearby parking restrictions, traffic lights or pedestrian crossings 		
4. An elevation (to scale) showing: <ul style="list-style-type: none"> • Shop front and openings • Awning in front of the subject and adjoining premises 		
5. A description of the proposed outdoor dining area, including: <ul style="list-style-type: none"> • Images, or a manufacturer's brochure, showing all proposed furniture and other items (eg. chairs, tables, barriers, lighting, heaters, umbrellas, planter boxes). Must show proposed dimensions and materials. • A plan (to scale) of the proposed layout of tables, chairs and other items. • Proposed hours of operation 5a. For fixed shade structures: <ul style="list-style-type: none"> • Details of the proposed method of fixing/ installation • A road opening permit application (to enable an inspection of the foundations) • Certification of the design by a structural engineer (from the National Engineer Register). To be submitted once the foundations have been inspected. 		
6. Development Application (only if in relation to a licenced premises).		
7. Certificate of Currency for public liability insurance, showing: <ul style="list-style-type: none"> • A minimum cover of \$10 million • Council as an interested party 		

Example Plan

Proposed outdoor dining area - Yummy Pizza 512 Main Street, Blacktown



KEY :

- Proposed outdoor dining area
- table
- chair
- umbrella
- perimeter barricade
- tree
- light pole
- bin
- bollard