



City of Port Lincoln

Template No 20-71-T1 File 20.71.2.2

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
Postal Address: PO Box 1787, Port Lincoln SA 5606
Email: plcc@plcc.sa.gov.au **Web:** www.portlincoln.sa.gov.au
Telephone: (08) 8621 2300

PERMIT APPLICATION - BUSINESS USE OF FOOTPATH

Please indicate which activity you are applying for:

- OUTDOOR DINING**
- USE OF FOOTPATH TO DISPLAY BUSINESS MERCHANDISE / ITEMS**

To complete this application form you must provide the following documentation:

Permit already held? The applicant **must re-apply annually for a Permit at the beginning of each financial Year.**

1 - Certificate of Currency (\$20 million Public Liability) the City of Port Lincoln must be noted as an interested party. **Short Term Permit - endorsement is not required Certificate of Currency only.*

2 -Site Map / Plan / Sketch clearly detailing the locations you will be placing on the footpath (i.e table, chairs and umbrellas) All measurements must be confirmed by applicant and provided on plan for Council Approval. Refer page 3 Conditions.

3 – Photographs of proposed outdoor dining items

1. APPLICANT DETAILS

MR MRS MS Other

Surname/family name

Given name/s

Trading Name

Registered Company (Legal Entity – name on Insurance)

Company ABN (Australian Business Number)

Company ACN (Australian Company Number)

Street Address of Premises

Postal Address (id different from above)

Applicant Mobile / Phone Number

Applicant Email Address

2. DO YOU HAVE AN EXISTING OR RECENTLY EXPIRED PERMIT YOU WOULD LIKE TO RENEW?

NO if no – please complete application in full.

YES - if yes and all details remain the same as the previous permit issued, please insert the words **RENEWAL.** and sign applicants' agreement (9). Fees and Charges will be calculated based on previous permit. If you are adding additional items a new application must be completed in full.

3. IS THE AREA OR WILL THE AREA BE LICENCED FOR LIQUOR?

NO **YES** - if yes, please attach liquor licence and plan of licenced area (if applying, please provide a copy of the document upon completion of approval)

4. TOTAL AREA (only include area of intended use)

Total Area (square metres)

5. Number of proposed chairs, tables (outdoor dining only)

TABLES	<input type="text"/>
CHAIRS	<input type="text"/>

6. OTHER ITEMS AND EQUIPMENT

(Description and quantity of other items that will be displayed on the footpath ie plants, planter box, umbrella. Outdoor heaters, clothes racks, display tables)

7. OPERATION TIMES

(Times of operation (days and hours))

Monday	<input type="text"/>
Tuesday	<input type="text"/>
Wednesday	<input type="text"/>
Thursday	<input type="text"/>
Friday	<input type="text"/>
Saturday	<input type="text"/>
Sunday	<input type="text"/>

8. FEES AND CHARGES

Fees are charged per square metre and calculated based on site plan and if the area is licenced or unlicenced, as per Councils Fees and Charges Schedule.

9. APPLICANTS AGREEMENT

I hereby make application for a permit to display or place the above-mentioned item(s) on Council Land outside the above premises. I have read and understood the conditions under which a permit may be granted by the Council and agree to abide by all of those conditions for the duration of any permit so granted. I declare that all the above details are true and correct.

SIGNATURE

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DATE

<input type="text"/>

CONDITIONS

Applicants are advised to read and familiarise themselves with the Business Use of Footpath Policy 20.63.1 and Council By-Laws available on our website at www.portlincoln.sa.gov.au prior to any formal application being made to Council. Failure to submit all required information may result in delays in processing the application, or a refusal of permit. On payment of the appropriate Fees (if applicable), approval will be provided by Council Permit 20-71-T49, in accordance with Local Government Act 1999, Chapter 11.

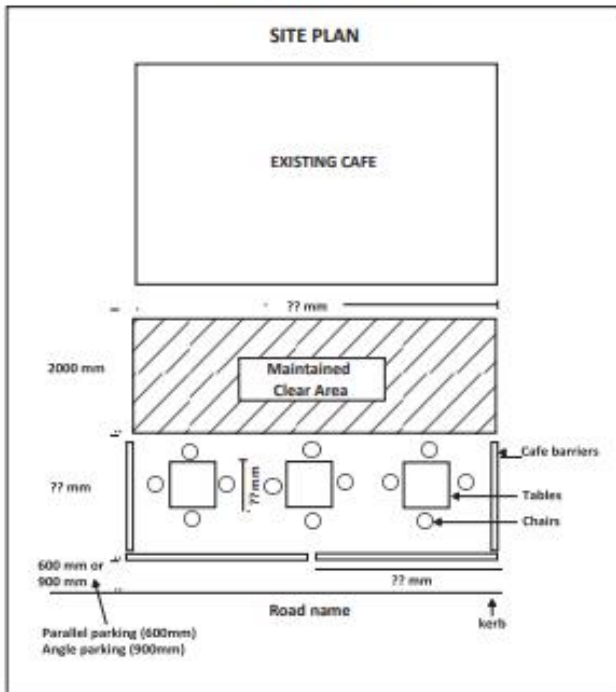
Additional Outdoor Conditions

Prior to being granted any Section 221 and 222 Permit for Business Purposes, applicants will need to appreciate and accept the following significant technical requirements

1. The applicant accepts that any proposed outdoor area may require Development Approval and will be referred to Council's Planning Section for comment. If a Development Approval is required, then a Development Application must be submitted containing a detailed plan of the proposed Outdoor Dining Area.
2. Should it be determined that a Development Application is required, the applicant further accepts that upon receipt of Development Approval, the applicant will then complete and execute a Business Use of Footpath Permit Application on the same terms and conditions as the Authorisation and Permit for Business Use of Footpath to this application. Alternatively, should it be determined that a Development Application is not required, the applicant will still be required to complete and execute a Business Use of Footpath Permit Application on the same terms and conditions as the Authorisation and Permit for Business Use of Footpath annexed to this application. Subject to final Permit approval and payment of the permit fee, a countersigned permit shall be provided to the applicant, at which time the applicant will become legally entitled to provide outdoor dining upon a Council footpath.
3. The issuing of an Business Use of Footpath Permit will be at the discretion of the Council after assessing the following: • Impact on public safety and vehicular traffic; • Community benefit; • Impact on the amenity of the street and locality; • Availability of car parking; • Nuisance from noise on adjoining land uses; • Disability Discrimination Act requirements and disabled access; • Character and heritage (particularly where in a State Heritage area); and • Adverse outdoor dining activities including public behaviour.
4. That the level of public protection required at different outdoor dining sites, will differ. The need for protection is determined through an advanced and comprehensive risk assessment process.
5. A risk assessment process will also consider the likelihood of a vehicle leaving the road and entering an outdoor dining site, as well as the consequences of that occurrence. Likelihood is affected by such aspects as traffic volumes and curves. Consequence is affected by such aspects as vehicle speeds.
6. That the layout of the permit area will depend on the space available after satisfying the following requirements: (a) Maintain at all times a distance of 2.0 metres between the dining area and the building as a thoroughfare for pedestrians and people with disabilities; and (b) Required setback of furniture from the top of the kerb or from a protective crash barrier. (c) Provision of 500mm distance from the inner edge of any off road bicycle path for the full length of any allocated dining area to provide physical separation between the dining area and moving cyclist.
7. To ensure that so far as reasonably practicable the minimum floor area required for each table/chair configuration is as follows:
 - 2 seat table – 1m x 2m
 - 3 seat table – 1.5m x 2m
 - 4 seat table - 2m x 2m
 - At all times there should be adequate free space between the table settings to provide comfort to diners and access for efficient table service and cleaning.
 - Outdoor dining furniture shall not be permanently fixed to the ground surface unless with the written approval of Council; and
 - Approval to secure any outdoor furniture to the ground surface during trading hours, and the method of fixing shall be approved by Chief Executive Officer or nominee in order to ensure that no hazard remains after the furniture is removed.
 - The style, structure and colour of outdoor furniture should complement the surrounding streetscape.
8. No Furniture to be placed until authorised to do so.
9. Further Outdoor Dining requirements shall be imposed via Council's Business Use of Footpath Outdoor Dining Permit.

SAMPLE DOCUMENTS FOR OUTDOOR DINING

SAMPLE SITE PLAN



All measurements must be confirmed by applicant and provided on plan for Council approval

SAMPLE CERTIFICATE OF CURRENCY

Certificate of Currency

ANZ BANK
 200 BANK STREET, SYDNEY
 NEWCASTLE BRANCH
 100-100 BRUNNEN STREET
 NEWCASTLE NSW 2300

Date of Issue:

In our capacity as Financial Institutions to ANZ BANKING GROUP, we hereby certify that the under mentioned business is fully insured

As at Date:
 18 December 2017

Policy Information

Name of Insured:
 Public and Products Liability Insurance

Insurer Details:
 ANZ BANK GROUP PTY LTD
 100-100 BRUNNEN STREET

Policy Number(s):
 1234567

Insured:
 1234567890

Limits of Liability:
 Public Liability: \$20,000,000 Any one occurrence
 Products Liability: \$20,000,000 Any one occurrence
 Directors & Officers: \$10,000,000 Any one occurrence

Signature of Insurer:

Signature:

Company Name:



SAMPLE PHOTOGRAPH

