


Outdoor Dining Approval Procedure

1	<p>INFORMATION TO HAVE ON HAND WHEN APPLYING</p> <ul style="list-style-type: none"> ▪ Number of chairs inside and outside; ▪ Number of proposed screens, barriers, umbrellas or other furniture; ▪ Footpath width in metres; ▪ Width of proposed outdoor dining area in metres; ▪ Length of proposed outdoor dining area in metres; and ▪ Total remaining footpath width for pedestrians in metres.
2	<p>SUPPORTING DOCUMENTATION</p> <ol style="list-style-type: none"> 1. Insurance Certificate A valid Certificate of Currency for a Public Liability Insurance Policy with a minimum of <u>\$20 million dollars</u>, including a notation of Council's interest in the policy over the public footways at all times. 2. Neighbour Approval (if required) If you want to encroach on your neighbour's footpath, you will need to get their written permission of the adjoining business owner. 3. Site Plan A site plan outlining: <ul style="list-style-type: none"> ▪ The address of the premises; ▪ The building line of your premises and any neighbouring premises; ▪ The boundaries of your proposed outdoor dining area; ▪ Any existing street fixtures, labelled, including bus stops, accessibility ramps, trees, light poles, road signs, service pits or any other fixed structures; and ▪ Demonstrated adherence to the minimum clearance for kerbs, property boundaries, setbacks, and line of sight outlined in the Footpath Occupation Policy. <p>Any temporary furniture that will be placed on public land, including barriers, planters, boxes, etc. (if applicable)</p> <p>The site plan should be A4 in size and drawn onto a grid at 1:100 scale (You may use the attached template as a guide).</p>
3	<p>HOW TO APPLY</p> <p>Scan the QR Code below to begin.</p> 

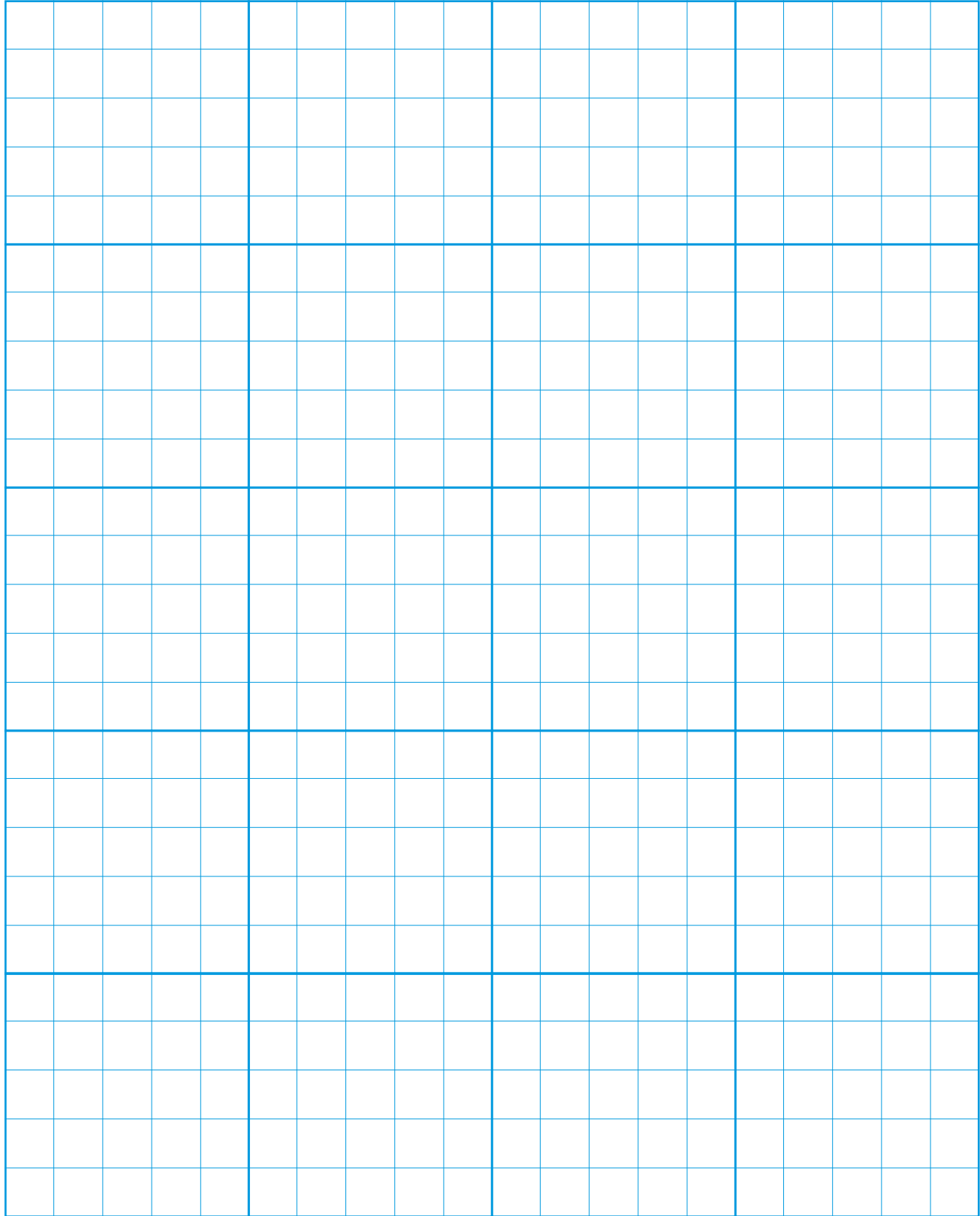
Supporting Documents

Site Plan

SITE PLAN DETAILS

Business name*

Business address*



25m
20m
15m
10m
5m
0m

1:100