

The Policy adopted by Council applies to the Hills Shire local Government area and regulates the following activities under the relevant provisions of the Roads Act 1993, Local Government Act 1993, and other respective regulations in regard to the granting of an approval for the restricted use of Council's footpaths, roadways and car park areas for both commercial or non-profit use respectively.

PART 1 – Applicant and Business Details

1. Applicant Details

Title:	Name:
Address:	
Suburb:	Postcode:
Phone:	Mobile:
Fax:	Email:

2. Company / Business Details

Company Name:	
Trading As:	
ABN:	ACN:
Business Address:	
Suburb:	Postcode:
Phone:	Email:

PART 2 – Details of Proposed Outdoor Dining Area

1. Proposed Outdoor Dining Area

Street Number:	Street Name:
Suburb:	Postcode:
Lot:	DP/SP:

2. Is this a 'new' application or a 'renewal' for an existing footway application?

New **Renewal** **Change of operator**

All footway applications must be associated with an approved food and drink premises. An application for outdoor dining will not be accepted without a pending or approved development application (DA). Please provide the details of the approved or pending development application.

DA Number:	Date Determined (if applicable):
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3. If this is a renewal, please give details of the previous approval for outdoor dining on this site.

Approval Number:	No. of square metres:
Associated Structures & Furniture:	
Comments:	

4. Proposed Public Land area to be used: _____m²

5. Proposed Days and Hours of Operation: _____

6. Numbers and types of furniture to be placed on Public land.

Chairs: _____ **Dining Tables:** _____ **Coffee Tables:** _____

Umbrellas: _____ **Outdoor Heaters:** _____ **Barriers:** _____

Other: _____

7. Provide a detailed sketch/plan on Page 4 of application showing the following **(measurements must be included)**:

- Boundaries of the property on which the business premises is located
- Measurements of the shop and location of openings
- Distance from kerb and road
- Boundaries of the proposed outdoor dining area
- Proposed layout of tables, chairs and other items
- Demonstrate a maintained 1.5m pedestrian footpath
- Measurements from nearby parking restrictions, traffic lights or pedestrian crossings
- Measurements from existing infrastructure such as rubbish bins, parking signs, benches, planter boxes, power and light poles etc.

PART 3 – Public Liability Insurance

Please attach a copy of Certificate of Currency noting Council as an interested party (min \$10m).

Insurer Name:	
Policy Number:	Expiry Date:

PART 4 – Checklist

Detailed sketch/plan (as per Part 2 - Section 7 specifications)	<input type="checkbox"/>
Images showing: <ul style="list-style-type: none"> • Shop front • Fixed structures <i>(if applicable)</i> • Distance from kerb and road • Awning in front of the subject and adjoining premises <i>(if applicable)</i> • Aerial images 	<input type="checkbox"/>
A photograph or brochure detailing the furniture intended to be placed on the footway	<input type="checkbox"/>
Certificate of Currency for Public Liability Insurance <ul style="list-style-type: none"> • A minimum cover of \$ 10 million • Council as an interested party 	<input type="checkbox"/>

PART 5 – Applicant Declaration

I declare that the information I have provided is correct.

Applicant Name:	
Applicant Signature:	Date:

PART 6 – Privacy Notification

Note: you are advised that this application form is a public document. The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPiPA) 1998.

The intended recipients of the personal information are:

- *Officers within the Council;*
- *Data service providers engaged by the Council from time to time;*
- *Any other agent/contractor of the Council; and*
- *Other Statutory authorities.*

The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your request etc. Council has collected this personal information from you in order to process your request/application etc. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPiPa. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed by the Privacy Officer on Phone: 9843 0555.

The Hills Shire Council

[Insert Design/ Sketch here]