

APPLICATION FOR OUTDOOR DINING AREA LICENCE

Subordinate local law 1.2 (Commercial use of local government controlled areas and roads) 2011
SC6.4.3.4 Outdoor dining design (planning scheme policy)
Outdoor Dining Policy



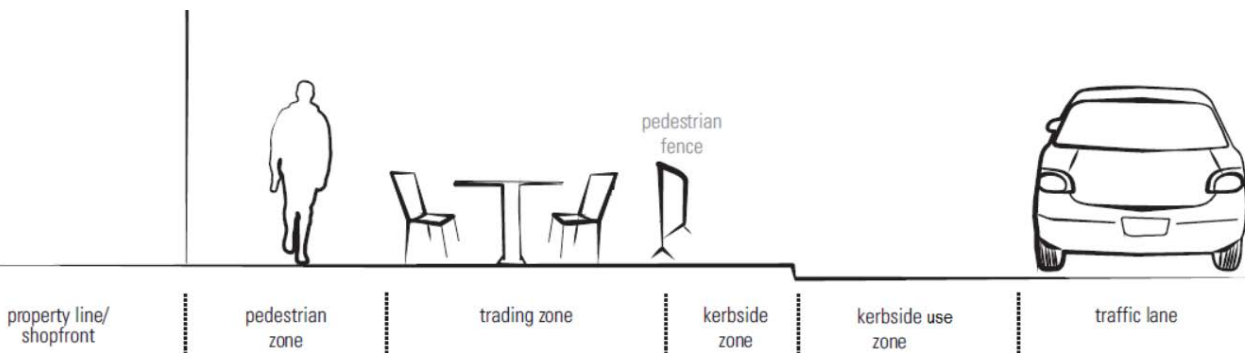
Purpose	<p>To enhance Townsville’s amenity and lifestyle, council encourages businesses to use council-controlled outdoor areas to serve food and/or beverages to the public. Council regulates these outdoor dining activities to ensure that they are carried out in a safe manner for diners, pedestrians and road-users.</p> <p>Before you can use the footpath or other council-controlled space for an outdoor dining area, you must complete and submit this application, which will then be assessed against council's Outdoor Dining Policy and SC6.4.3.4 Outdoor Dining Design in council’s planning scheme.</p>
Application details	<p>What type of outdoor dining area licence are you applying for?</p> <p><input type="checkbox"/> New/Renewal of outdoor dining area licence</p> <p><input type="checkbox"/> Short term or ‘Special Events’ outdoor dining area licence</p> <p>Is the outdoor dining area alongside a main road (state government controlled)?</p> <p><input type="checkbox"/> Yes Note – You will need to include the approval letter from the Department of Transport and Main Roads with your application.</p> <p><input type="checkbox"/> No</p> <p>What are the current trading hours of the business? _____</p> <p>What are the proposed trading hours for the outdoor dining area? _____</p> <p>Please describe the outdoor dining proposal, and add any additional information/comments relevant to your application (attach information if you need more space)</p> <p>_____</p> <p>_____</p> <p>_____</p>
Property details	<p>Street address _____</p> <p>Lot on plan (e.g. Lot 3 on SP3339) _____</p>
Applicant details	<p>Applicant name/s _____</p> <p>Postal address _____</p> <p>Work phone number _____ Mobile phone _____</p> <p>Email address _____</p> <p>Trading name of business _____</p> <p>Is the business a corporation or incorporated association (e.g. Restaurant Ltd or Meals Pty Ltd)?</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>If yes, provide legal name of entity _____</p> <p>ABN/ACN _____</p>

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Property owner details	<input type="checkbox"/> Same as applicant. If not, please provide details. Full name/s _____ Postal address _____ Phone number _____ Email address _____
Nominee details If there will be a different contact person once licenced, add details here.	Full name _____ Position held in business (e.g. Manager) _____ Phone number _____ Email address _____
Mandatory information required Please tick to indicate that you have included each item	<input type="checkbox"/> Certificate of cover for public liability insurance policy Ensure the name on the insurance policy is the same applicant name as on this application and must be either for a person (i.e. Joe Smith) or a Corporation/incorporated association (company) name (i.e. Restaurant Ltd or Meals Pty Ltd). The insurance cannot be issued to a business name (i.e. Smith Food Shop). The insurance must: <ul style="list-style-type: none"> list council as an interested party for the outdoor dining area – if the outdoor dining area is alongside a main road (state government controlled), they will also need to be listed as an interested party; provide at least \$20 million public liability; clearly state that it covers the outdoor dining area. <input type="checkbox"/> Photographs of the proposed outdoor dining area <input type="checkbox"/> Copy of a current Food Licence (issued by Townsville City Council) <input type="checkbox"/> Site plan of the proposed outdoor dining area Ensure that you show relevant features from the below illustration on your site plan (e.g. trading zone, pedestrian zone, kerbside zone, kerbside use zone, traffic lane, crash barrier and pedestrian fence). Further definitions and information regarding these features can be found in SC6.4.3.4 Outdoor dining design of council’s planning scheme.



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Liquor licensing	<p>Do you intend to serve alcohol in the proposed outdoor dining area?</p> <p><input type="checkbox"/> Yes Suitability of the area to serve alcohol will be assessed as part of your application for an outdoor dining area licence. Confirmation that your intended use of the site as a licenced premises is permitted under the Townsville City Plan will be included as part of your outdoor dining area licence agreement, and can be used as evidence when lodging your application for a liquor licence with the Office of Liquor and Gaming Regulation.</p> <p><input type="checkbox"/> No</p>
Design requirements Please complete the checklist to show compliance with SC6.4.3.4 Outdoor dining design and the Outdoor Dining Area Guidelines	<p>Mandatory criteria Tick checkboxes to confirm these items are shown on the site plan</p> <p><input type="checkbox"/> Road name/s and speed limit/s (km/h)</p> <p><input type="checkbox"/> Overall length of outdoor dining area</p> <p><input type="checkbox"/> Overall width of outdoor dining area</p> <p><input type="checkbox"/> Pedestrian zone (length and width)</p> <p><input type="checkbox"/> Trading zone (length and width)</p> <p><input type="checkbox"/> Kerbside zone (length and width)</p> <p><input type="checkbox"/> Kerbside use zone e.g. none, parallel parking, front angle parking, loading zone, taxi bay, bus stop, etc.</p> <p><input type="checkbox"/> Distance of trading zone from the traffic lane i.e. combined width of kerbside + kerbside use zone</p> <p><input type="checkbox"/> Toilets – location and distance from the trading zone</p> <p>Criteria where relevant Tick checkboxes to confirm these items are required and are shown on the site plan</p> <p><input type="checkbox"/> Public infrastructure located within/near the outdoor dining area e.g. power boxes, Telstra pits, signs, bins, council furniture, shelters, underground services (e.g. water lines, sewer, storm water pipe), etc.</p> <p><input type="checkbox"/> Distance of trading zone to identified public infrastructure</p> <p><input type="checkbox"/> Crash barrier required – details on site plan of where barriers are proposed and relevant dimensions</p> <p><input type="checkbox"/> Pedestrian fence required – details on site plan of where fences are proposed and relevant dimensions</p> <p><input type="checkbox"/> Proposed signage and advertising – details on site plan of where signage/advertising is proposed and relevant dimensions</p> <p><input type="checkbox"/> Additional lighting – details on site plan of where additional lighting is proposed</p> <p><input type="checkbox"/> Proposed shade structures/umbrellas</p> <p><input type="checkbox"/> Storage area for tables and removable structures</p>
Privacy collection statement	<p>Townsville City Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which council manages personal information is governed by the <i>Information Privacy Act 2009</i> (QLD). We are collecting your personal information in accordance with <i>Local Law No. 1 (Administration) 2011</i>, and <i>Subordinate local law 1.2 (Commercial use of local government controlled areas and roads) 2011</i>. The information will be used to process this application for an outdoor dining area licence, process renewal applications and inform any potential compliance actions in relation to this activity. Generally, we will not disclose your personal information outside of council unless we are required to do so by law, or unless you give your consent to this disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.</p>

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Applicant declaration	<p>I declare that the information provided on this form and attachments is true and correct in every detail. I confirm that I have read and understood the requirements of council's Outdoor Dining Policy and SC6.4.3.4 Outdoor dining design (planning scheme policy), and that my conduct of an outdoor dining area will comply with these policies.</p> <p>Signature: _____ Date: _____</p>			
Payment options	<p><input type="checkbox"/> Customer Service Centre (103 Walker Street, Townsville City)</p> <p><input type="checkbox"/> Phone me for my credit card details.</p> <p>Phone: _____ (Visa or MasterCard payments are subject to a 0.5% payment processing fee.)</p> <p><input type="checkbox"/> Charge to my account with Townsville City Council</p> <p>Account name: _____ Account number: _____</p> <p>Customer reference (optional) _____</p>			
Submit the form	<p>Submit via email: developmentassessment@townsville.qld.gov.au</p> <p>Submit by mail: Return your completed application form together with cheque/money order payable to Townsville City Council, PO Box 1268, TOWNSVILLE CITY QLD 4810.</p> <p>Submit in person: Present your application at the Customer Service Centre located at: » 103 Walker Street, Townsville City (cash, cheque, EFTPOS and/or credit card (Mastercard or Visa))</p>			
Office use only	Date	Permit number	Receipt number	Amount