

APPLICATION FOR OUTDOOR DINING

Pursuant to Section 221 and 222 of Local Government Act 1999 and By-Law 4
City of Port Adelaide Enfield



To complete this application form you must provide the following: (please tick or cross)

- 1 - Certificate of Currency (\$10million Public Liability) the City of Port Adelaide Enfield must be noted as an interested party
- 2 - Site Map / Plan / Sketch clearly detailing the locations you will be placing outdoor dining (i.e. tables, chairs and umbrellas)
- 3 - Photographs of proposed outdoor dining items
- Please note:** All documents are mandatory.

Please complete this form in BLOCK LETTERS

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)

Unit/Street no. Street

Suburb

Postcode

Postal address (if different from above)

Mobile number

Phone number

Email address

2. 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 documents upon completion of approval)

3. Number of proposed chairs, tables

Chairs Tables

4. Other infrastructure and equipment

Description and quantity of other goods that will be on footpath (please describe display fixture i.e. planter box, umbrella)

5. Operation times

Times of operation (days and hours)

Monday Tuesday
Wednesday Thursday
Friday Saturday
Sunday

6. Fees and Charges

Establishment Fee	\$245 GST Exempt
Licensed Fee	\$65 GST Exempt (per table)
Unlicensed Fee	\$40 GST Exempt (per table)

Note: Please quote reference number RC 243 when making payment.

7. Applicant's agreement

I certify that the information on this form, as supplied by me, is true and complete. I acknowledge that I have read and understand the conditions and agree to abide by and be bound by the said conditions.

Signature and date



Report & pay it...
online!

Council services can quickly and conveniently be requested online
www.portenf.sa.gov.au



CONDITIONS FOR OUTDOOR DINING

Pursuant to Section 221 and 222 of Local Government Act 1999 and By-Law 4
City of Port Adelaide Enfield



CONDITIONS

Prior to being granted any Section 221 and 222 Outdoor Dining Permit, 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 an Authorisation and Permit for Outdoor Dining on the same terms and conditions as the Authorisation and Permit for Outdoor Dining annexed 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 an Authorisation and Permit for Outdoor Dining on the same terms and conditions as the Authorisation and Permit for Outdoor Dining annexed to this application. Subject to final Permit approval and payment of the below 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 outdoor dining 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. If a potential public risk is significant, the risk shall be managed through the use of crash barriers (generally known energy absorbing bollards) or by vehicles parked in front of the outdoor dining site and trading hours. Applicants will need to understand and accept that when parked cars are used to protect diners, the times of outdoor dining trade will generally need to be constrained to predictable peak trading periods, when there is some certainty that parked cars will in fact be present and offer sufficient protection.

7. If the outdoor dining is proposed within the Port Adelaide Centre, the applicant shall be required to ensure that all roadside furniture to be of a type and installed in accordance with Council's Standards and as advised by the Chief Executive Officer or nominee.

8. The specific conditions set out in this clause are to be maintained at all times by the applicant. If the outdoor dining is proposed for Semaphore Road between Causeway Road and Military Road (adjacent to the off-street bicycle path), special conditions apply, namely that the applicant shall:

- Install barriers along a line exactly 300mm from the inner edge of the bicycle path for the full length of the allocated dining area to provide physical separation between the dining area and moving cyclists. The barriers must not encroach beyond the property boundaries with adjacent premises.
- Install barriers at both ends of the allocated outdoor dining area at right angles to the barriers described above to delineate the extremes of the allocated outdoor dining area.

9. 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 300mm 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.

10. 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 and where appropriate, be in accordance with Council's Port Centre Public Domain Manual.

11. Further Outdoor Dining requirements shall be imposed via Council's Outdoor Dining Permit.

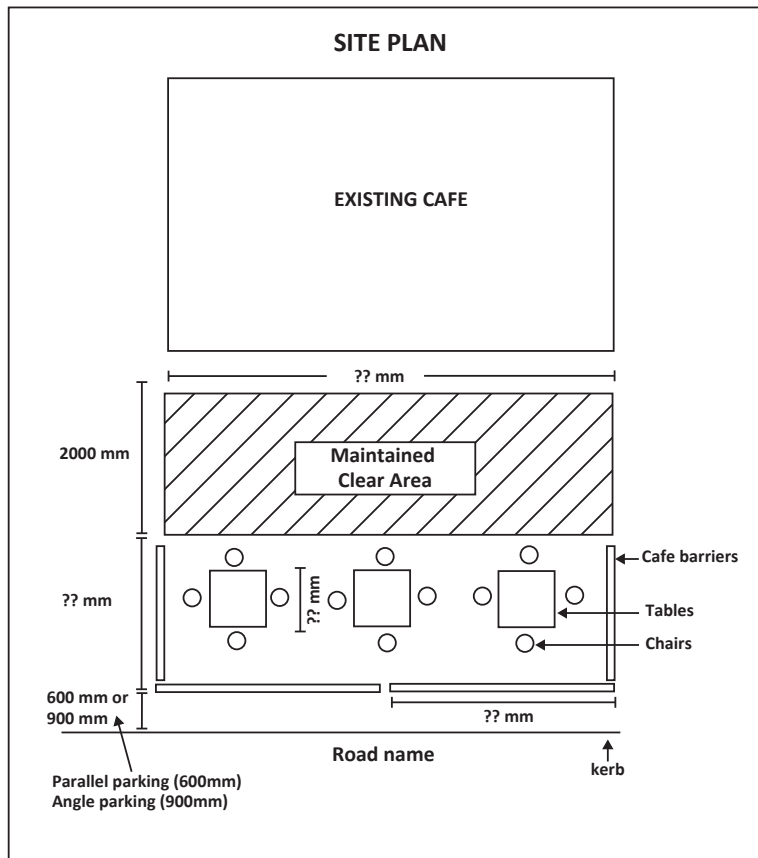
SAMPLE DOCUMENTS FOR OUTDOOR DINING

City of Port Adelaide Enfield



CITY OF
Port Adelaide Enfield

SAMPLE SITE PLAN



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

SAMPLE CERTIFICATE OF CURRENCY

Certificate of Currency

day/month/year

163 St Vincent Street,
PORT ADELAIDE SA 5015
8405 6600
customer.service@portenf.sa.gov.au

To Whom It May Concern

Certificate of Currency

In our capacity as Insurance Brokers to **STANDARD NAME PTY LTD** and subsidiary companies, we hereby certify that the undermentioned insurance policy is current.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policy detailed below, or assume continuity of the policy.

Policy Type	Public & Products Liability
Insured	STANDARD NAME PTY LTD
Insurer	STANDARD NAME
Policy Number(s)	NUMBER
Period of Insurance	From: 4.00 PM on 31 March 2013 To: 4.00 PM on 31 March 2014
Interest Insured	City of Port Adelaide Enfield
Limit of Liability	\$20,000,000 any one Occurrence in respect of Public Liability

SAMPLE PHOTOGRAPH

