

FORM

APPLICATION FOR OUTDOOR DINING

Pursuant to Sections 221 & 222 of Local Government Act and By-Law 4

This application will not be processed unless all details are completed correctly and relevant supporting documentation is provided



To successfully complete your permit application, you will be required to submit the following information and documents as part of this application (Please tick or cross appropriate boxes):

- Certificate of Currency for your Public Liability Insurance with a minimum cover of \$20 million, noting City of Port Adelaide Enfield as an interested party.
- A site plan which details the dimensions of the public space to be occupied by the outdoor dining area. This must include measurements demonstrating the required set backs and pedestrian walkway as outlined in the Outdoor Dining Guidelines.
- An image, picture or photograph of the outdoor dining and/or infrastructure to be used in the outdoor dining area.

APPLICANT DETAILS

Mr Mrs Ms Other _____

Surname/Family _____ Given Name/s _____

Trading Name/Business Name _____

Registered Company (Legal Entity – Name on Insurance)

Company ABN _____ Company ACN _____

Address _____

Postal Address _____

Email Address _____

Phone Number _____

OUTDOOR DINING EQUIPMENT AND INFRASTRUCTURE

Please indicate which items will be used in your outdoor dining area:

- Chairs Tables A-Frame
- Planter boxes Removable Screens Umbrellas
- Vertical blinds

Your site plan must reflect the placement/location of the items you will be using in your outdoor dining area in accordance with the criteria set out in the <insert link Outdoor Dining Guidelines>.

OPERATION TIMES

Times of operation (days and hours)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

LIQUOR LICENCING

Is the area or will the area be licenced for liquor? Yes No

If yes, please obtain a liquor licence from Consumer Business Services prior to serving or allowing consumption of alcohol in the outdoor dining area.

FEES & CHARGES FOR MEDIA PRODUCTIONS

An Outdoor Dining Application fee and a Roads Alteration and Permit Fees apply which are reviewed annually and included in Council's Schedule of Fees and Charges.

APPLICANT'S AGREEMENT

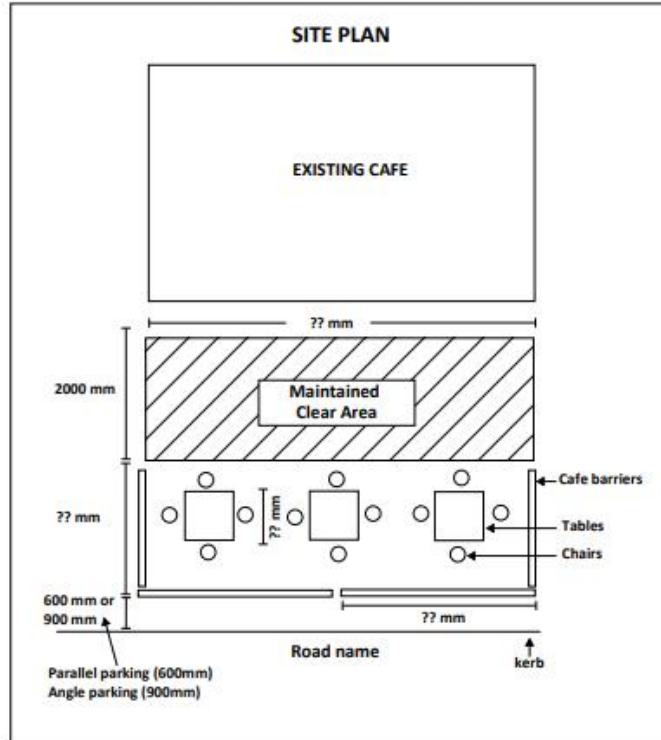
I certify that the information on this form, as supplied by me, is true and complete.
I acknowledge that I have read and understand the Outdoor Dining Permit Conditions and agree to comply.

Signature _____ Date _____

To return this form – send all documents by email to service@cityofpae.sa.gov.au or lodge in person at the Civic Centre, 163 St Vincent Street, Port Adelaide.

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

day/month/year

163 St Vincent Street,
PORT ADELAIDE SA 5015
8405 9000
customer.service@portadelaide.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

