

COVID-19 Relief - Temporary Outdoor Dining Expansion – Application Form



Please ensure that you have read and understood all terms and conditions to this Activity before completing an Application (see Section 5 of this document).

HOW TO COMPLETE THIS FORM

1. Ensure that all fields have been filled out correctly.
2. Fields on this form marked with an asterisk (*) are mandatory and must be completed before submitting the application.

OR You can choose to complete an application online at: bit.ly/2VCOkgI

SECTION 1: APPLICANT/APPROVAL HOLDER DETAILS

Legal name of business*

Trading name of business*

ABN*

Title First name(s)*

Website/Other

Family name*

Email address*

Postal address*

Suburb*

Permit Holder

Title First name(s)*

State*

Postcode*

Family name*

Contact telephone number*

SECTION 2: AREA DETAILS

Please submit a site plan of your proposed outdoor dining area that:

- labels all measurements in millimetres (mm) and includes a north point
- shows property boundary, entries, footpath extent and existing outdoor dining areas
- shows the extent of any awning with a dotted line
- shows all footpath elements within three (3) metres of the proposed dining area including kerb ramps, vehicle crossovers, driveways, public seats, bins, street lights and street trees

The diagram is an example of a plan that satisfies these requirements.

If you need assistance creating your site plan, contact Council's Property Security Assets & Services team.

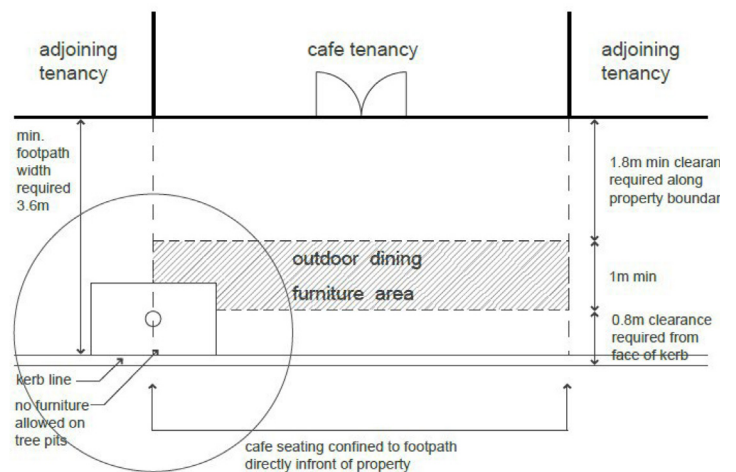


Diagram Permissible layout for standard footpath

Scale

SECTION 3: SUPPORTING DOCUMENTATION – ATTACH TO THIS APPLICATION:

- Certificate of Title/Lease/Licence Agreement (*front, executed page only*)
- Copy of Approval Holder's driver licence (*front and back*)

SECTION 4: CHECKLIST – DOCUMENTS REQUIRED TO BE LODGED ON APPROVAL:

- Liquor Licence Approval (*if applicable*)
- Liquor Licence - approved plan of expanded Outdoor Dining Area (*if applicable*)
- Public liability certificate of currency \$20 million (with City of Parramatta Council named as an additional insured party and the outdoor dining site address).

SECTION 5: TERMS & CONDITIONS – OUTDOOR DINING - MUST READ AND SIGN

General

- Any organisation or person applying for outdoor dining must nominate an Approval Holder.
- At least five business days prior to opening the Outdoor Dining Area, the Approval Holder must collect a hard copy of the Approval at Council Offices located at 126 Church Street, Parramatta. The Approval Holder must retain a copy of the Approval and conditions at all times in easy access for public inspection.
- Council's Regulatory Officers have the right to enforce the Terms & Conditions of the Approval and to vary enforcement actions depending on individual circumstances, and the extent and frequency of non-compliance issues. Revocation of the Approval will occur immediately or as outlined below under the following circumstances:
 - When any of these Terms & Conditions are breached and the Approval Holder has failed to comply within three business days on the direction of Council Officers;
 - When any special or essential written condition of the Approval is breached;
 - Should Council identify any misrepresentation in the Application.
- Council may impose conditions to any Approval to undertake activity in a public domain. Such conditions will be specified in the written Approval granted by Council.
- Authorised Council Officers or emergency services may require the removal of the outdoor dining area at any time. Furniture and equipment may need to be removed if they are deemed to be causing an inconvenience, harm to the public or property, a nuisance or causing offence to the public or property. The Approval Holder must comply immediately with any request to suspend or relocate the permitted area.
- All furniture and equipment must be removed during non-trading hours each night for public domain cleansing.

Location

- The outdoor dining area should be in line with neighbouring businesses' dining areas to the extent possible -- either closer to the kerb, or up against the business frontage. The dining area must maintain the minimum distances illustrated below:
- You must also comply with your liquor license boundaries.

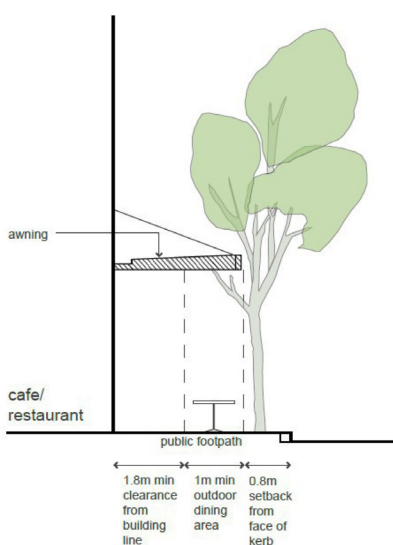


Diagram 6:
Section of permissible layout for standard footpath

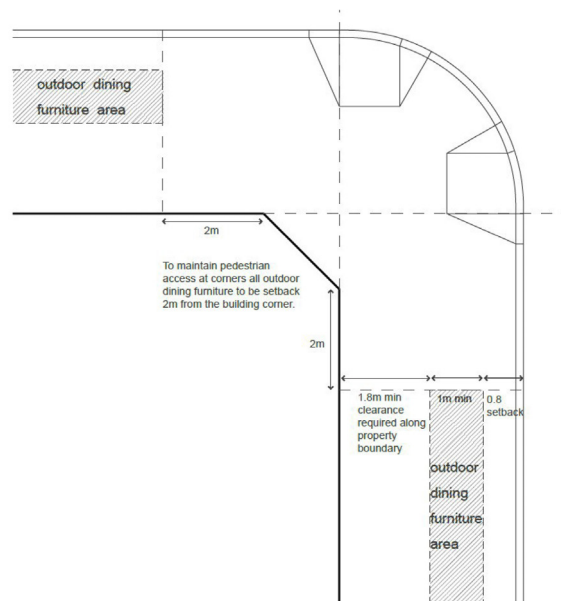
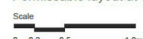


Diagram 4:
Permissible layout at corners



SECTION 5: TERMS & CONDITIONS, CONTINUED

Approval Period

- Approvals will be granted for a 30 day period and are revocable at Council's sole discretion with three business days' notice or as outlined under the circumstances outlined in Section 5 of this Application.

Impact on amenity

- Permanent fixtures are prohibited (television units, A/C units, speakers, etc.). A permanent fixture is one that is not removed during non-trading hours or cannot be removed immediately.
- Umbrellas must be no larger than 3m x 3m.
- All elements of the outdoor dining area must be in good repair (i.e. have no rips, holes or sharp edges).
- Spruiking and touting by staff on the footpath is prohibited.
- All businesses must control and prevent any adverse impact on the amenity of the public domain arising from the emission of noise, smell or appearance of the premises.
- Smoking in outdoor dining areas is not permitted, per NSW Health regulations.

Access

- The outdoor dining area must not obstruct any pedestrian or traffic signals and support traffic safety. It must not interfere with the vision of drivers entering and leaving the area.
- Outdoor dining must not obstruct immediate or surrounding shop access during business hours, nor bus stops, fire exits, street furniture, roads or residential access.
- Any furniture must be positioned to ensure free and safe access for pedestrians along any footpath or thoroughfares, in compliance with the 'Location' section above.
- All elements must be removable in order to provide access in emergency circumstances.

Waste

- All waste must be cleared from the trading area by the Approval Holder and public bins must not be used for commercial waste.
- The Approval Holder is responsible for the correct storage and disposal of its business' waste and recycling, which may not be swept into public property such as gutters, drains, and garden beds.

Risk

- The dining area must be in compliance with usual public health and safety regulations.
- No element of the outdoor dining area may pose a safety risk.
- The Approval Holder will be held responsible for remediating any damage that is caused to public property such as marquees, landscaping, street furniture, and footpath paving to the satisfaction of Council officers.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.
- The use of heating devices must be specifically approved by Council.
- In the event of any incidents or injury, the details of incident including time, place, witnesses, injuries, causes and action taken must be recorded, preferably supported by photographic evidence, and submitted to Council.

SECTION 6: PRIVACY NOTICE

Council is collecting your personal information in order to enable Council to assess your Application and grant Approval. The intended recipient of the information is City of Parramatta Council. While the supply of this information is voluntary, the personal information you provide will enable your Application to be assessed. The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's Access to Information Policy and Privacy Management Plan. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act. Council is the agency that holds the personal information. Council may be contacted on 9806 5050 or at 126 Church Street, Parramatta, NSW, 2150.

SECTION 7: LODGING THIS APPLICATION

You can lodge the completed Application form and supporting documents:

By email: outdoordining@cityofparramatta.nsw.gov.au

By post (no stamp required): City of Parramatta, PO Box 32, Parramatta NSW 2124

In person: 126 Church Street, Parramatta NSW 2150

To review the Guidelines for your expanded outdoor dining area, visit

www.cityofparramatta.nsw.gov.au/business-developmentbusiness-services/outdoor-dining

SECTION 8: DECLARATION

I declare that the information that I have provided in this Application is true and correct. If granted an Approval, I agree to comply with the terms and conditions of use in association with that Approval. I declare that:

- a. I have read and understood the terms and conditions outlined for this activity;
- b. I will abide by the conditions outlined in the Approval issued to me;
- c. I will notify City of Parramatta Council if my outdoor dining area changes in any way;
- d. I will make my Approval available for inspection by an authorised Officer of Council upon request and follow any reasonable direction issued by that Officer;
- e. I understand that if I breach the terms and conditions of my Approval that the Approval may be suspended and/or revoked;
- f. I will notify City of Parramatta Council of any changes to my contact details;
- g. I will ensure that the Approval is not sold, transferred or assigned to another party and will be solely used for purposes as stated;
- h. I acknowledge that information found to be false in support of this Application will result in my Approval being revoked.

Applicant name*

Position*

Signature*

Date*

City of Parramatta is committed to protecting your privacy. The personal information you provide on this application is being collected by City of Parramatta for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent. Unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed.