



USER
GUIDE

COVID-19 Relief - Temporary Outdoor Dining Expansion





OVERVIEW

City of Parramatta Council ("Council") seeks to alleviate some of the pressure that has been put on businesses' operations due to COVID-19 social distancing regulations. Through the varying restrictions posed by COVID-19, Council seeks to continue to promote a lively and activated street culture and vibrant local establishments. Businesses are invited to expand their outdoor dining areas where appropriate, safe and feasible in order to adhere to social distancing guidelines.

Outdoor dining activities need to be regulated for equity and fairness to all business owners and patrons. Any activity held in the public domain must comply with Council's policies, procedures and guidelines.

PURPOSE OF THIS GUIDE

The purpose of this Guide is to encourage and manage high quality outdoor dining that considers the needs of the public as well as businesses. It also seeks to maintain and enhance the character, heritage, ambience and safety of the public domain while adhering to all health regulations.

OBJECTIVES

- Provide businesses with a straight-forward approval process to expand their outdoor dining on Council-owned land during COVID-19 for a period of 30 days;
- Support local economic health and commercial vitality;
- Maintain high quality public domain that contributes to public amenity;
- Ensure that expanded outdoor dining does not unduly obstruct pedestrian traffic or other community uses of public space.

WHERE DOES THIS GUIDE APPLY?

These Guidelines apply to all existing Outdoor Dining Approval Holders wishing to expand their current outdoor dining area within the City of Parramatta Local Government Area. Council reserves the right to apply additional place-specific requirements to an outdoor dining approval on a case-by-case basis.

DEFINITIONS

Council:
City of Parramatta Council.

Approval:
an approval under section 125 of the Roads Act 1993, an approval under section 68 of the Local Government Act 1993, Licence Agreement or any other valid written agreement entered into with Council for an Outdoor Dining Area.

Approval Holder:
means the business to which an Approval has been granted.

Outdoor Dining Area or 'Dining Area':
Area of Council land that is subject to the Approval.

Policy:
Council's Outdoor Dining Policy.

HOW TO APPLY

- Visit www.cityofparramatta.nsw.gov.au/business-development/business-services/outdoor-dining for an application form, a list of terms and conditions and other important information.
- Complete the "Approval" Application form and submit all required supporting documentation.
- Proposed dining areas that pose irregular risk may require a Council site visit.
- Allow approximately 14 Days providing that all necessary information requested has been submitted for an assessment of Application.



PERMIT AND FEES

Fees are waived for this Application as part of Council's COVID-19 relief package (subject to change).

INSURANCE

The Approval Holder must maintain a minimum of \$20 million Public Liability policy as part of the Approval Holder's original Outdoor Dining Approval. City of Parramatta Council must be named as an additional third party insured under the policy for its respective rights and interests. The policy must be kept valid for the duration of the Approval.

PRINCIPLES

Council's decision to issue a temporary Approval for an expanded outdoor dining area will be based on the following five Guiding Principles. Council will refer to these principles in its decision-making process to ensure each application

conforms to the Policy and is assessed fairly and consistently. Businesses must meet these principles for the duration of the Approval or risk incurring fines or revocation of an Approval.

Appropriate location

- The location should contribute positively to an area's retail environment, sense of place and character, and COVID-19 safety considerations.
- Consider pedestrian and vehicular circulation, the convenience and safety of the public and patrons, adjoining properties, other uses of the public domain and existing street fixtures when laying out the dining area. The business should ensure that the outdoor dining area has a clear path of travel adjacent to the building frontage to accommodate people with a visual impairment.

PRINCIPLES Continued

Engaging and high quality

- Council supports original and creative outdoor dining that encourages community patronage, is innovative or distinct, and adds to the life of the place.
- Furniture should be appropriate for the size of the area and of light-weight, weather-resistant design.

Safety and accessibility

- Outdoor dining should be delivered without compromising the safety of people or places.
- Approval Holders should ensure that appropriate measures are in place to minimise risk.
- Outdoor dining should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

Public amenity

- Council seeks to ensure that outdoor dining in the public domain remains attractive and clean. All furniture including umbrellas must be well maintained by the Approval Holder.

- Outdoor dining should add to, rather than disrupt the community's engagement with the public domain.

Management and operations

- Council will approve outdoor dining expansion that demonstrates sound management practices such as reliability and professionalism.
- Any proposed dining area expansion should consider operational matters such as but not limited to safety, traffic, noise, waste and access.
- Approval Holders must comply with the Food Act 2003 (NSW), Food Regulation 2015 (NSW) and Food Standards Code, Smoke Free Environment Act 2000 (NSW), Smoke Free Environment Regulation 2016 (NSW) and other applicable laws.
- Table service is mandatory where alcohol is served.



As an Approval Holder, understanding your responsibilities and community expectations is important. Please ensure you have read and understood all terms and conditions relating to outdoor dining, which can be found online at: www.cityofparramatta.nsw.gov.au/business-developmentbusiness-services/outdoor-dining.

Approvals will be subject to certain conditions, which will be specified in any written Approval granted by Council.

MORE INFORMATION

For more information about outdoor dining in the Parramatta LGA please visit www.cityofparramatta.nsw.gov.au/business-developmentbusiness-services/outdoor-dining or call 9806 5117.



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