

Please visit Council's online services portal to apply to operate outdoor dining: bit.ly/ParraOnline.

If you are unable to apply via the online portal, please download this form (available at bit.ly/ParraStreetActivity) and follow the submittal instructions in Section 7 below.

This application form is for food & drink businesses seeking to operate Outdoor Dining on Council-owned land or in the Public Domain within the Parramatta Local Government Area.

As an Outdoor Dining Approval Holder, understanding your responsibilities and community expectations is important.

Please ensure you have read and understood the Outdoor Dining Guidelines before submitting your application, which are posted here: bit.ly/ParraStreetActivity

HOW TO COMPLETE THIS FORM

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

SECTION 1: APPLICANT DETAILS/APPROVAL HOLDER DETAILS

Legal name of business*

Trading name of business*

ABN*

Title First name(s)*

Family name*

Postal address*

Suburb*

State*

Postcode*

Email address*

Contact telephone number*

Website/Other

SECTION 2: OUTDOOR DINING AREA DETAILS

A. Address of proposed outdoor dining area:

Main Street Address:

Secondary/side street address (if applicable):

B. Operating hours of the business:

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

C. Will alcohol be served in the Outdoor Dining Area: yes no
 (If yes, a separate licence must be obtained under the Liquor Act. Further information can be obtained from the Liquor Administration Board.)

D. You must 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 3000mm of the proposed dining area including kerb ramps, vehicle crossovers, driveways, public seats, bins, street lights and street trees; and
- shows existing awnings, proposed furniture layout, barriers, umbrellas, signage, and any other proposed items.

Below 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 (contact details at the end of this form).



Diagram A: Sample of an acceptable site plan submission.

SECTION 3: SUPPORTING DOCUMENTATION – ATTACH TO THIS APPLICATION

- Site Plan (please refer to Section 2 - D for requirements)
 - Certificate of Title/Lease/Licence Agreement (*front, executed page only*)
 - Copy of Approval Holder's driver licence (*front and back*)
 - Photo samples of proposed furniture and other removable outdoor dining elements
 - Any branding design being applied within the Outdoor Dining Area (*if applicable*)
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SECTION 4: ADDITIONAL DOCUMENTS.

The following documents will need to be submitted to Council's satisfaction, upon the granting of an Approval: The Application Lodgement Fee specified in Council's Fees and Charges, subject to change and available on Council's website. No refunds are permitted.

- Current Liquor Licence (*if applicable*)
 - Public liability certificate of currency for \$20 million (with City of Parramatta Council named as an additional insured party and the outdoor dining insurance site address).
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SECTION 5: TERMS & CONDITIONS

An Approval granted by Council will include conditions that must be complied with.

The Approval period will be specified in each business' Outdoor Dining Approval document, and is typically three to five years depending on the location.

SECTION 6: PRIVACY NOTICE

Council is collecting your personal information in order to enable Council and Transport for New South Wales (if applicable) to assess your Application and grant Approval. The intended recipient of the information is City of Parramatta Council and Transport for New South Wales.. 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 1300 617 058, via council@cityofparramatta.nsw.gov.au, or at 126 Church Street, Parramatta, NSW, 2150.

SECTION 7: LODGING THIS APPLICATION

You can lodge your application online via Council's services portal at: bit.ly/ParraOnline.

If you are unable to lodge your application via the online services portal, please submit this completed application form:

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

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

OR in person: 126 Church Street, Parramatta NSW 2150

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 & Conditions of use associated with that Approval. I declare that:

- a. I have read and understood the Outdoor Dining Guidelines;
- b. I will abide by the conditions outlined in the Approval issued to me and adhere to Council's *Statement of Business Ethics*;
- c. I will notify City of Parramatta Council if my Outdoor Dining Area changes in any way;
- d. I will publicly display my approved site plan and make my full Approval document 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 & Conditions of my Approval that the Approval may be suspended and/or revoked in accordance with procedural fairness;
- 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.
- i. I am authorised to make this Application.

Applicant name*

Business name*

Position*

Signature*

Date*