

# Outdoor Dining Permit Application

Under section 125 and 126 of the *Roads Act* 1993

Lismore City Council, PO Box 23A, Lismore 2480

Ph: [\(02\) 6625 0500](tel:0266250500) Email: [council@lismore.nsw.gov.au](mailto:council@lismore.nsw.gov.au)



## Who's eligible to apply:

- Cafes, restaurants, or food-based business that serve food and drinks for consuming at the premises and don't already have a permit.
- Food and drink must be prepared in an appropriately approved/licensed premises directly adjacent to the ground floor to which this application relates.
- Venues must have Development Consent to operate as a food premises and/or a licence under the *Liquor Act* 2007 (if applicable)

Before you start to complete this form, read it through so you understand the information you need to gather. Ensure you read the [Outdoor Dining Local Street Guide](#), [Outdoor Dining Policy](#) and [Outdoor Dining User Guide](#). These documents can be tricky to understand. If you're unsure of anything, contact our Property Services team on [\(02\) 6625 0500](tel:0266250500). We'd like to help.

## Part 1: Business premises details

**Street address of the business premises that will use the outdoor dining permit**

Street address

**What is the reference number for your complying development approval?**

We can't consider your application for outdoor dining if you don't have a complying development approval for your business premises.

## Part 2: Applicant details

**Name**

Title

Given Name/s

Family Name

**Address**

Unit/ Street Number

Street Name

Postal Address (or mark 'as above')

Suburb

State

Postcode

**Contact number**

Phone Number

Mobile Number

**Email**

### Part 3: Business details

#### ABN

Australian Business Number

#### Legal entity name

This is the name that appears on official documents. It can be different to your business name. If you're a company, it will be your full company name including proprietary limited (PTY LTD of any variation).

#### Registered business name

A business name is the name your business operates under. You need to a business name if you conduct business under a name other than your own.

### Part 4: Permit details

#### How much land in square metres would you like to use for outdoor dining?

Size of area: Length (in metres):  Width (in metres):  Total (square metres):

Proposed number of seats: Inside:  Outside:  Total:

Provide details of any prior consent to occupy the footpath/ premises:

I have attached a sketch showing dimensions of the proposed outdoor dining area. Yes  No

#### Outdoor Furniture

Provide details of outdoor dining or display furniture proposed to be used.

Outdoor Furniture must be consistent with the examples illustrated within the draft Local CBD Style Guide.

I have attached outdoor dining or display furniture proposed for outdoor dining area. Yes  No

#### Permanent structures

Under Council's [Outdoor Dining Policy](#), **no furniture is to be left on the footpath after hours.**

The [Outdoor Dining Policy](#) defines permanent structures as:

*Any outdoor structure not intended to be moved around frequently and that would be difficult to move without mechanical or other assistance within a 24-hour period.*

Use of permanent structures (including but not limited to barriers, planter boxes, shade structures or an anchoring system) requires separate Council consent to this application. See Appendix A of [Outdoor Dining Local Street Guide](#) for guidance on Council consent process to use permanent structures as part of your outdoor dining operation.

Use of permanent structures and/or capital improvement as part of an outdoor dining operation incur fees as outlined in Council's adopted Fees and Charges.

#### Tick option which describes your outdoor dining operations proposal:

- I have obtained Council consent to leave furniture on the footpath after hours.
- I would like to apply / have applied (strike out as necessary) for Council consent to leave furniture on the footpath after hours.
- I do not need to make a separate application to Council for my outdoor furniture as I will be removing my furniture from the footpath afterhours and storing my furniture inside on my premises.

Provide any further comments below:

## Part 5: Insurance Details

A permit will not be issued unless you have adequate public liability insurance for the area you intend to use.

**You are required to arrange for Council and, within State Road areas, the Roads & Traffic Authority NSW (RTA) to be named on your insurance** as joint insured for the respective rights and interests of yourself, Council and if necessary, the RTA, in respect of your outdoor dining. This insurance must include a 'cross-liability' clause. A Certificate of Currency must be provided to Council before a Permit is issued

### INSURANCE INFORMATION

I hereby declare that I (name of applicant):  as permit holder and Lismore City Council and the RTA (strike out RTA if not applicable) am insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$20 million.

Name of Insured (include interested parties):

Address of Premises:

Name of Insurance Company:

Public Liability Policy No:

Limit of Indemnity: \$

Period of Insurance from:

to:

I understand that this insurance shall not be cancelled or lapse without the agreement of Lismore City Council and the RTA (strike RTA out if not applicable) and the policy document shall be endorsed to this effect. This insurance includes the cross-liability clause.

Signed:

Dated:

## Part 7: Privacy Information

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application.

Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by Council.

This application form is accessible to the public upon written application, subject to Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 5 – Government Information (Public Access) Regulation 2009.*

### *I have read and understand the Privacy Statement*

Signed:

Date:

## Part 8: Lodgement Details

You can lodge the completed application by:

**In person:** 43 Oliver Avenue, Goonellabah or

**Email:** [council@lismore.nsw.gov.au](mailto:council@lismore.nsw.gov.au)

**Mail:** Lismore City Council  
PO Box 23A  
LISMORE NSW 2480

**What now:** Once your application is received an officer will contact you if further information is required. For information regarding your application, please contact our Property Services team on [\(02\) 6625 0500](tel:0266250500)