



## Application for transfer of outdoor dining licence

### Business Details

Proprietor \_\_\_\_\_  
Business Name \_\_\_\_\_  
ABN/ ACN \_\_\_\_\_  
Business Address \_\_\_\_\_  
Postal Address \_\_\_\_\_  
Phone \_\_\_\_\_ A/H \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

### Outdoor dining details

Number of tables \_\_\_\_\_  
Number of chairs \_\_\_\_\_  
Other approved structures \_\_\_\_\_  
Area of outdoor dining (m<sup>2</sup>) \_\_\_\_\_

### The following are attached:

- Prescribed fee
- a copy of their public liability insurance on which
  - the City is identified as an interested party
  - the policy value is to be no less than \$5 million clause in the policy which prevents the policy from being cancelled without the written consent of the City
  - clause in the policy which requires both the licensee and the insurance company to advise if the policy lapses, is cancelled or is no longer in operation
- Copy of planning approval issued by the City under the town planning scheme
- A plan and specification of the proposed eating area on a scale of 1:50 showing:
  - The location and dimensions of the proposed eating area
  - The means by which the eating area is to be separated from the balance of the street or public place.
  - The food business of which the applicant is the proprietor, including any indoor seating areas, the area of food preparation and any counter service, the dimension, location and purpose of all entrances to the food business
  - Dimensions, levels and slope of the adjacent footpath and the location and nature of any street furniture, drainage and utilities in the immediate vicinity of the food business.
  - Location and nature of any parking or service bays in the immediate vicinity of the food business, and the alignment of the adjacent carriageway
  - Position and dimensions of all tables, chairs and associated furniture and fixtures proposed to be placed in the outdoor dining area
  - Position and description of any landscaping, bollards or other objects proposed to be used or displayed in the area for which a licence is sought
- A plan and specification on a scale on 1:200 showing the eating area and all land and improvements thereon within 30 metres of the boundaries of the eating area including any public facility and parking restrictions



- A management plan outlining the operations of the outdoor dining area including
  - the manner in which food, drinks and other dining accessories are to be conveyed to and protected from contamination in the dining area
  - proposed days and times of operation
  - the proposed type and form of any advertising devices to be used
  - arrangements for serving alcohol
  - the location where tables, chairs, furniture and equipment used on the outdoor dining area will be stored during periods when the outdoor dining area is not open for business
  - the daily cleaning of the licenced area and immediate surrounds
  - where cigarette ashtray are kept, details are to be provided specifying how the ashtray is to be weighted to ensure both contents and ashtray are not blown onto the paved surface of the licenced area and the method of cleaning
  - details of how customers will be encouraged not to throw rubbish cigarette butts or foodstuffs onto the paved area subject to the licence
- A colour photograph or photographs of the tables, chairs and other structures to be set up in the eating area.

**I Hereby make an application for a transfer outdoor dining area licence pursuant to City of Nedlands Trading in Public Places Local Law and declare:**

- that the above details are true and correct; and
- I am the Proprietor of the food business and the food business is registered in respect thereof in accordance with Part 9 of the Food Act 2008; and
- In making this application for a licence, I agree on the issue of a licence to:
  - i. Indemnify the City and Council against any claim for loss, damage or injury however arising from the operation of the outdoor dining area; and
  - ii. Not to claim from the City or the Council or any person acting on their behalf, for any loss, damage or injury however arising from any public work on the public place.

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please return the completed application it to the City via any of the below methods.



Email

Scan and email to

[council@nedlands.wa.gov.au](mailto:council@nedlands.wa.gov.au)



Fax

Fax to

08 9273 3670



Mail

Post to

City of Nedlands

PO Box 9

NEDLANDS WA 6909



In person

Visit the Administration Centre at

71 Stirling Hwy

NEDLANDS WA 6009