

# Outdoor Dining and Outdoor Display Application Form



ACTIVITIES IN PUBLIC PLACES BYLAW 2017.

Use this form if you wish to display goods or have outdoor dining in a public space.

I am applying for a licence for:  Outdoor dining **or**  Outdoor display

## Application details

please print clearly

Applicant/Company full name	
Postal address	
Phone no. <small>include area code</small>	
Mobile no.	Email Address

## Premises

Trading name	
Business premise address	
Hours of business	Area to be occupied <small>in square metres</small>

## Documents required

1. Diagram showing proposed area to include:

a. Area of occupation with total square meters

b. Show footpath clearance from end of proposed area - minimum 1.5m

c. Proposed position of dining furniture or displays

2. Photograph of area to occupy

3. Copy of public liability insurance cover

4. Copy of alcohol and health licence if applicable

## If applying for outdoor dining

1. Do you intend to serve alcohol in this area?

YES  NO

2. Does your current alcohol licence include this outdoor area?

YES  NO

Licence number

## Calculate your fee

Square metres applied for \_\_\_\_\_ x Lease fee\* of \$40 per square metre = Total lease fee \_\_\_\_\_ + \$100 Application fee = Total to pay \$ \_\_\_\_\_

\*If you apply in 2017 the lease fee will be waived for the first year.

I / we hereby apply for: **Outdoor dining / Outdoor display**

Signature owner / licensee	Date (DD/MM/YYYY)
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Please note: Your application will not be processed until the application form is completed correctly and all related documents supplied.

Please forward your Application to:  
**Thames-Coromandel District Council**  
**Private Bag**  
**Thames 3540**

For any enquiries, please contact our **Customer Services Team**  
District Office: 07 868 0200 E-mail: customer.services@tcdc.govt.nz  
Fax: 07 868 0234  
Coromandel: 07 866 1001  
Mercury Bay: 07 867 2010  
Whangamata: 07 865 0060

## **Outdoor dining / Outdoor display - Terms and Conditions**

*All commercial activities in public places are subject to these Terms and Conditions*

This licence is valid for 12 months from the date it is issued. Council reserves the right to cancel the licence at its sole discretion by giving the holder 24 hours' notice.

1. The approved area which can be occupied must not exceed the front boundary points of the business premises. Approved area must leave a minimum 1.5 metre clearance from the end of proposed area.
2. This licence only allows the licensee to use the approved area while the business is operating from the premises.
3. The licensee is required to remove tables, chairs and any other equipment associated with the operation at the end of each trading day.
4. It is the licensee's responsibility to keep the approved area clean and tidy at all times and free from any health and safety hazards.
5. The licensee must ensure that use of the approved area does not obstruct access to or egress from the premises or adjoining premises, or impede pedestrians from using the footpath.
6. The licensee must ensure items placed in the approved area do not impede or interfere with the visibility from intersections adjacent or near the approved area.
7. Fees will be determined by Council and are payable before a licence is issued.
8. The licence is not transferrable. If there is a change of licensee a new application is required to be lodged.
9. The owners must abide by the direction of authorised Council Officers.
10. Council accepts no responsibility for any damage or physical injury caused by the owners' operation.
11. Public liability insurance of \$1 million is to be held by the owner and the Council will require evidence of such insurance.
12. The licensee must obtain and comply with any other relevant consents or permissions including but not limited to building consent under the Building Act 2004, resource consent under Resource Management Act 1991.

### **Specific conditions for outdoor display of goods**

1. All goods must be presented in a neat and tidy manner, free from litter and objects that could fall or be blown into the path of pedestrians or traffic.
2. No display is permitted if it presents a risk to health and safety of pedestrians.
3. All items must be purchased inside the premises. Point of sale is not permitted within the approved area. Displays must be removed from the approved area when the premises is not open for business.
4. Displays are permitted to occupy a maximum of 1 metre from the front of the shop.

### **Specific conditions for outdoor dining furniture**

1. Furniture must be movable, not permanently fixed. The licensee must store all tables, chairs, planter boxes, barriers, umbrellas and outdoor heaters inside the premises at the end of each trading day.
2. Furniture must be suitable for all weather conditions and continuous use. The licensee must remove broken furniture immediately to avoid accidents.
3. The licensee may use umbrellas if there is no building veranda. These must be weighted down with removable weights such as sand bags or anchored in a similar manner.