

Outdoor Dining Area Approval Application 2024/2025



Section 125 Roads Act 1993

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4066
Phone	1300 434 434			TRIM Ref.	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	July 2024
				Business unit	Property
				Application no.	
				Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement and payment options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au and we will call you for payment.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Please tick one:		
<input type="checkbox"/> New Application - no previous approval	<input type="checkbox"/> Renewal of your approval	<input type="checkbox"/> Transfer of existing approval
<input type="checkbox"/> New Business operator start date		

Part 1: Applicant details

Premises name			
Premises address			Postcode
Registered business entity name		ABN	
Applicant name			
Mobile			
Email			
Invoice accounts email			

Part 2: Schedule of Fees & Charges 2024/2025 - Outdoor dining areas

Council's Outdoor Dining rental fees can be found in 2024/25 Fees & Charges	Fee's and Charges
New application fee (non-refundable) no previous approval at this location	\$450.00
Transfer of existing approval	\$285.00
Renewal of existing approval	\$86.00
Bonds - Security (refundable - to be paid for each approval)	3 months approval usage fee
Late payment fee	\$110.00

Part 3: Development consent details

Northern Beaches Council Development Consent details:			
DA number		Date of approval	

Part 4: Toilet facility details

Please state the current number of toilet facilities at your premises:			
	Male	Female	Disabled
Hand basin			
WC			
Urinal			

Part 5: Seating details

All premises must comply with the provisions of the Building Code of Australia, 1996 as amended. The maximum number of chairs to be used within the Outdoor Dining Area is to be specified at the time of application and again at any subsequent renewal.	
Number of existing tables inside restaurant	
Number of existing chairs inside restaurant	
Area of proposed outdoor dining area (sq metres)	
Number of proposed tables outside	
Number of proposed chairs outside	
Other Items - NB All intended items must be declared here in order to be assessed for Approval	

Part 6: Application details

Please read through the following application details.						
A location plan drawn to scale (min 1:50) is to be attached to this application form. The plan is to show the area required for the approval. The distance to any structure or object in or adjacent to the area is to be a minimum of 2 metres (2.5 metres on a classified road). Measurements are to be shown on the location plan for all of the above matters. Location and number of proposed tables and chairs must also be shown.						
Special attention is to be given to avoid the obstruction of pedestrian thoroughfares (a minimum clearance of 2 metres is required to any object in the vicinity of the Approved area) and, in plaza areas, ensuring that access corridors for emergency vehicles are kept clear. Approved areas in Rialto Square must place furniture within the paved area specifically designed for outdoor seating						
Please provide information/photos if applicable of the proposed design of the tables and chairs and any other proposed items.						
An application fee (as per attached Schedule of Fees & Charges) is to be paid when submitting the Application Form. The application fee is not refundable if the application is unsuccessful.						
A bond is to be paid by the applicant at the commencement of the use of the Outdoor Dining Area (as per attached Schedule of Fees & Charges).						
A copy of Product & Public Liability insurance to the value of at least \$20 million is to be attached to this application. If the Approval is granted the policy will require endorsement noting Northern Beaches Council's respective rights and interests and indemnifying Northern Beaches Council for the Approved area. A copy of the revised policy is to be attached to the Approval Agreement upon execution.						
All such Approvals are subject to consent by Council. Reports on such proposals incorporate the views of all Divisional Directors and have regard to Council's Management Plan in respect of the area involved. A minimum of four weeks is required to determine the application.						
Approvals are granted only to restaurants/cafes which supply table service and are willing to extend such table service to the Outdoor Dining Area, including china plates, cutlery, glassware etc (no disposable materials).						
The Licensee will not sell or serve or permit to be sold or served any alcoholic or intoxicating liquor in or from the licensed area except, where Council has granted specific approval and an appropriate liquor Licence has been obtained from the relevant Licensing Authorities. Alcohol can only be sold ancillary to a meal in the outdoor dining area. This provision shall apply as a covenant between the Licensee and Northern Beaches Council despite any provision of the Liquor Act, 1982 (as amended) which may permit the sale of alcoholic beverages to a person without consumption of a meal (eg a Dine or Drink Licence).						
The Proprietor shall not permit any patron or other person to smoke on any part of the Approved Area and shall ensure that, at all times, notices advising that smoking is prohibited are prominently displayed on each table.						
Approval occupation fees currently charged are based on the number of square metres used in the Outdoor Dining Area and the proximity of the area to the Town Centre. Fees are set in accordance with Council's annual Fees and Charges. All occupation fees for Approvals must be payable quarterly in advance.						
All new Approvals granted by Council will be subject to a six months trial with automatic continuation if no objections or other problems arise, but if objections are raised or problems arise, Council at its absolute discretion shall determine whether the Approval should be continued.						
What area your proposed outdoor dining trading hours?						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
The hours of operation of the Outdoor Dining Area shall generally be restricted to the hours of 7am to 10pm Monday to Sunday. If hours of operation have been granted to the premises under a Development Application, they should not exceed the hours of operation stated in the Development Consent for the restaurant. If no hours are stipulated in the Development Consent the operation of the outdoor dining area shall be in accordance with those set out in SEPP (Exempt & Complying Development Codes) 2008, Schedule 8, part 4, Clause 21("the procedure hours").						
I hereby apply for an Outdoor Dining Area Approval under Section 125 of the Roads Act 1993 for a period of three years, and undertake to comply with the terms of any Approval that may be granted.						
Applicant's signature			Date			
Applicant's name						
OFFICE USE ONLY:						
Fee paid (no GST):			Receipt no:			
Customer Service officer:			Date:			

Part 7: Applicant's checklist

Complete this checklist to ensure you have completed all the necessary parts of your application						
Have you submitted an application fee with this form? Note: The application fee is not refundable if the application is unsuccessful.				Yes	No	
Have you attached a location plan to scale showing : a. All measurements b. Number of existing tables and chairs c. All other fixtures i.e. umbrellas, heaters				Yes	No	
Is your Product & Public Liability Insurance Cover current and to the value of \$20 million (or such higher amount as the Council/RTA may require from time to time)?				Yes	No	
Does your plan allow for the minimum clearance requirements?				Yes	No	
Do you currently supply table service?				Yes	No	
Are you willing to extend such table service to the Outdoor Dining Area?				Yes	No	
Are you intending to sell or serve any alcoholic or intoxicating liquor in or from the area?				Yes	No	
If yes, what are your licensed hours? Complete the table below.				Yes	No	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday