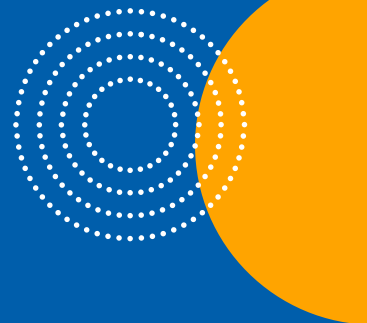


OUTDOOR DINING PERMIT APPLICATION FORM 2025/26



Before filling in this form please download and 'save as'

USE OF PUBLIC ROAD FOR BUSINESS PURPOSES PERMIT Pursuant to Section 221 & 222 Local Government Act 1999

This application form may be lodged:

City of Holdfast Bay

24 Jetty Road

PO Box 19

Brighton SA 5048

mail@holdfast.sa.gov.au

Glenelg Library &

Customer Service Centre

2 Colley Terrace Glenelg SA 5045

Please read the attached general conditions prior to completing this application.

An Outdoor Dining Permit (the Permit) is issued on an annual basis from 1 July to the following 30 June. The granting of a permit or its continuance cannot be assumed as it is not a lease. Council will forward renewal application form to existing permit holders in June each year subject to compliance with the permit conditions and Council's discretion ensuring the ongoing safety of dining at that location.

There is no application fee. Please ensure this form is completed and all supporting documentation is provided. Your application cannot be assessed until all documents are received.

If this is your first application, after reading the application form and general conditions attached, you may request for an on-site meeting with Council's Outdoor Dining Permit Officer prior to completing the form. The location will be assessed for the suitability of dining, whether safety bollards are required (at your cost), what portion of the footpath or area is available for outdoor dining, to determine the maximum number of tables settings and diners permitted and answer any questions. The Permit Officer can provide guidance on the completion of the form and a site plan must be provided with the completed application form.

Please note: that using Council land for outdoor dining without a permit may incur an expiation fee of \$210 per day under the *Local Government Act 1999*.

The following fee rates apply for 2025/26 (GST is not applicable & permit fees are non-refundable):

Jetty Road, Brighton:	\$107 per m2
Foreshore, Glenelg:	\$107 per m2
Jetty Road, Glenelg:	\$227 per m2
Colley Terrace, Glenelg:	\$125 per m2
Other Locations:	\$79 per m2

Please call 8229 9999 for further enquiries or to request an on-site meeting.

The Applicant / Entity name: _____

The applicant is the person or company operating the business, (e.g. If the business is a franchise, the applicant must be the franchisee unless the franchisee has not been appointed. The company must notify the Council when a franchisee has been appointed who then becomes the applicant. The applicant cannot be a trading name or consultant.

Business name:		Phone:
Address		
Postal address:		
ABN (will be returned if not supplied):		Email:
Business operating hours:		
Contact person:		Position:

Public Liability

Name of applicant's public liability insurance company: _____

Note: The applicant MUST provide a certificate of currency from the businesses insurance company showing that the public liability is at least twenty million dollars and the policy is endorsed to show the City of Holdfast Bay as an interested party.

A certificate of currency must be submitted each year with your application or the permit will not be issued. You may choose to ask your insurance agent to send the certificate direct to Council at mail@holdfast.sa.gov.au.

☐ Certificate attached / provided by insurance company

Liquor Licensing

Do you currently have a Licence to supply alcohol in your outdoor dining area? Yes ☐ No ☐

What is the business name on the Liquor Licence? _____

Are you applying for a licence to supply alcohol in the outdoor dining area? Yes ☐ No ☐

An outdoor dining permit is required prior to submitting your application to the Liquor Licence Commission for licencing in the outdoor area. The maximum number of diners for your Liquor Licence application must not exceed the number of diners approved under Council's outdoor dining permit. If the outdoor dining permit lapses, suspended or cancelled the Liquor Licence Commission will be notified. If you sell your business, you must advise the new owner to make an application to Council for an outdoor dining permit as the permit must be in the name of the current licensee.

Take away

Will your business be allowing your customers takeaway food and or disposable eating and drinking utensils within its outdoor dining area?

☐ Yes ☐ No

If Yes - and you propose **5 tables or more, you must** provide and service your own labelled litter bins and you are responsible to discard all litter generated. Should your staff deposit waste generated within your outdoor dining into council litter bins it is a breach of your permit conditions, and the permit may be cancelled.

Layout

The location of table settings is to be in line with nearby permit areas for consistency. Permit areas are encouraged to be kerbside. Permit areas that approved to be shop front; approval is conditional that no complaints are received under Federal disability and equal opportunity legislation.

Permit areas that are kerbside there must be a least a 600mm set back from the kerb for access to parked vehicles. If adjacent disability parking areas, taxi zones or loading zones, a permit may not be issued unless sufficient set back is available. Neighboring businesses with outdoor dining must allow an adequate gap (500mm long) for the public to access the footpath from the road.

There must be a footpath clearance of 2 metres in Jetty Roads Glenelg and Brighton, other areas that have low pedestrian traffic, a 1.5 metre clearance may be approved.

If outdoor dining is on a corner or within 10 metres of an intersection or junction, you will be required to provide and install safety bollards at your own expense. Dining will be required to be at least 500mm from the bollards and the bollards are to be installed 600mm from the kerb. Planter boxes are not a replacement option for bollards as they are not energy absorbing.

Planter boxes may be approved but will take up area within your permit area. They are not to be placed outside of the permit area. Plantings must be maintained to ensure there is no line of sight issue for motorists or pedestrians and that they add to the amenity of the area.

Movable signs are not permitted in the pedestrian passing zone in any location and must be placed in accordance with Council's by-law for moveable signs.

These layout requirements must be maintained, unfortunately some footpaths are simply too narrow and unsuitable for outdoor dining.

Number of tables and chairs

Council will not issue a business a permit that may result in overcrowding, undue obstruction to pedestrians or reduce the net safety of the area and there must be adequate space between table settings to service and clean the area. The Council has determined that 1 diner per square metre formula be used to determine the maximum number of diners.

It is a breach to exceed the maximum number of diners permitted and it is the responsibility of the business to contain the diners within the defined boundaries.

For guidance:

- **1 table x 2 chairs = occupies 2m length x 1m depth = 2 square metres**
- **1 table x 3 chairs = occupies 2m length x 1.5m depth = 3 square metres**
- **1 table x 4 chairs = occupies 2m length x 2m depth = 4 square metres**

Construction of tables and chairs

The tables and chairs must complement the area and the use of cheap, moulded plastic chairs and tables are not permitted. Please provide a photo example of the proposed furniture.

COMPLETE THIS TABLE – USING LAYOUT GUIDE ABOVE

Total square metre area of outdoor dining area			
Number of tables		Construction*	Table diameter*
Number of chairs		Construction	

Name and number all other objects, items or structures associated with your outdoor dining area

Note: these items will be shown on your permit if approved. If items are not listed on your permit, they are not permitted in the permit area and may not be covered by your insurance.

Are you applying to fix any items /objects / structures to the pavement? ☐ Yes ☐ No

If Yes – please provide engineering report and/or structural guidelines for installation

New applicants MUST provide a plan.

A scaled plan is preferred but a hand drawn plan showing exact measurements will be accepted. If a location has an existing outdoor dining area a new incoming owner, it is not required to submit a plan, unless proposing changes.

A plan must show:

- The location and boundaries of the outdoor dining area in relation to the café/restaurant frontage, neighbouring properties, and existing Council infrastructure. Please note that Council may not remove Council infrastructure and that 1 metre is the required distance from Council infrastructure.
- The length of the permit area across the business frontage.
- The footpath width from the kerb to the building frontage. If the shop front is set back from footpath, you must show how far the property line is from the public footpath or land.
- The width of the proposed outdoor dining area and showing the correct pedestrian thoroughfare of 2 metres on Jetty Roads Glenelg and Brighton or 1.5 metres in other areas with low pedestrian traffic.
- The furniture layout within the permit area, including umbrellas, planter boxes etc
- **Note:** Under the Federal disability and equal opportunity legislation, persons of all abilities have a right to a reliable continuous path of travel along a footpath at all times. You are not permitted to trade outside your approved area irrespective of weather conditions. The footpath priority use is for pedestrians of all abilities, not commercial use.

I certify that the above information is true and correct and furthermore in making this application I acknowledge that I have read, understand, and agree to be bound by the permit conditions attached and information on this application form.

Signed by Applicant _____

Position _____ Date _____

GENERAL CONDITIONS FOR OUTDOOR DINING PERMIT
Pursuant to sections 221 & 222 Local Government Act 1999
Please retain this document.

1. An Outdoor Dining Permit ("Permit") may be issued by Council to an Applicant for the purpose of providing an area ("Permit Area") for patrons to consume food and/or beverages. An Outdoor Dining Permit is issued for a maximum period of one calendar year which runs concurrently with each financial year. Outdoor Dining Permits expire on the 30 June in each year.
2. An Outdoor Dining Permit bears no relationship to the sale of the business, is not transferable between parties and lapses once the Permit Holder is no longer the business owner. Should the Permit Holder sell the business, the vendor must inform the incoming business operator that he/she is required to submit a subsequent application for an Outdoor Dining Permit.
3. Applicant/Permit Holder refers to any/all persons named in the Permit's application form, whom are bound by these Conditions both jointly and individually.
4. Except when conveying food, drink, tableware and furniture between the premises and adjoining Permit Area, the Permit Holder shall ensure that the area is utilised only for the activities authorised pursuant to s 222 of the Local Government Act 1999.
5. The permit holder shall not:
 - a) Supply food and/or beverage in the Permit Area between the hours of 2.00am and 8.00am of any day;
 - b) Supply liquor (approved under section 69 of the Liquor licensing Act 1997) in the Permit Area between the hours of 12.00am and 8.00am of any day (in accordance with Council's Liquor Licensing Policy);
 - c) Use any part of a permit area solely for the purpose of providing a 'designated smoking area' (or similar); and
 - d) Allow any person to smoke (or similar) within a Permit Area when any food and/or beverage is consumed within that area.
6. The Permit Holder shall at all times ensure that no more than the number of persons specified on the Permit shall consume food and/or drink within the Permit Area.
7. The Permit Holder shall at all times ensure that a clear unobstructed footpath is maintained between the business frontage and the approved Permit Area to ensure a safe pedestrian thoroughfare. For this purpose and unless otherwise approved, in accordance with section 2.2.1 of the City of Holdfast Bay's City Wide Outdoor Dining Urban Design Guidelines a distance should exist between the business frontage and Permit Area of:
 - a) three (3) metres for Moseley Square;
 - b) two (2) metres for Jetty Road(s) Glenelg and Brighton; and
 - c) 1.5 metres for other locations.
8. Council may consider approving an extension of a Permit Area to an adjacent property frontage if the adjacent-business operator does not choose to pursue an Outdoor Dining Permit or Goods on Council Footpath Permit.
9. Prior to lodging an application with Consumer and Business Services the Applicant/Permit Holder shall inform Council of their intent to apply for a s 69 authorisation under the Liquor Licensing Act 1997 to supply liquor in the Permit Area.
10. Council may consent to an authorisation under s 69 of the Liquor Licensing Act 1997 only if the provision of liquor is to be ancillary to the provision of food provided by the Applicant/Permit Holder. Should a s 69 approval be endorsed, Council reserves the right to impose a twelve (12) month trial period '(in the first instance)' to monitor the area and ensure no issues of public safety or concern emerge as a result of liquor consumption occurring in the Permit Area.
11. The Permit Holder that allows its customers to have takeaway food and/or disposable eating and drinking utensils within its Permit Area and has five (5) or more tables must provide its own rubbish bin(s) signed with the business name or logo, positioned within the boundaries of the approved Permit Area, being of a finish and construction that complements the nearby public litter bins and the bins must be removed at the end of each day of trading and the contents disposed of at the Permit Holder's cost.
12. The Permit Holder must not deposit rubbish collected from within its designated Permit Area in Council owned rubbish bins.
13. The Permit Holder shall at all times keep the Permit Area and all approved furniture and equipment clean and free from litter and waste materials and shall ensure that no waste enters the storm water system.
14. The Permit Holder must ensure that all food waste is promptly removed from the Permit Area to discourage pest activity.

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15. At the time of application or any time thereafter the Council reserves the right to require the applicant that has five (5) or more tables within the Permit Area or allows customers to have take away food and/or disposable eating and drinking utensils within the Permit Area, to screen the Permit Area or part thereof.
16. The Permit Holder shall not secure any tables, chairs or other objects associated with the outdoor dining activities (pursuit 221 of the Local Government Act 1999) to the pavement without approval from Council or its delegate. The tables and chairs must complement the area and the use of cheap, moulded plastic chairs and tables is not permitted.
17. The Permit Holder shall not enclose the Permit Area, with cafe screens, blinds, awnings, banners, planter boxes or similar structures without approval from Council. Movable canvas café screens are prohibited
18. The Permit Holder is responsible for the cleanliness of the pavement in the Permit Area and the footpath between the business frontage and the Permit Area during normal trading hours. If the paving is not maintained in a clean and stain free state, then the paving will be replaced or cleaned at the Permit Holders cost.
19. That in each outdoor dining application and any time thereafter, Council may assess the obstruction to the free flow of pedestrians in the vicinity of the shop front service counter or access point that communicates directly with the footpath and adjacent to the associated outdoor dining area. Council reserves.
20. Advertising on Outdoor dining infrastructure:
 - a) Advertising on approved umbrellas located outside of Moseley Square, Glenelg may include the trading/business name and or logo of the business, or commercial advertising limited to products which are a core part of the business and are normally supplied by the business to the public, provided the advertisement does not exceed an area of 20% of the total available space on each umbrella side panel or otherwise approved by Council.
 - b) Advertising on approved outdoor tables, chairs, café screens, canopies, blinds and shelters is restricted to the trading/business name and or logo of the businesses that are located outside of Moseley Square, Glenelg provided the advertisement does not exceed a portion that covers 10% of the total available space on each item or otherwise approved by Council.
 - c) Advertising on outdoor dining infrastructure associated with businesses that fronts Moseley Square Glenelg is restricted to the trading/business name and or logo of those businesses in accordance with the Moseley Square, Glenelg Outdoor Dining Urban Design Guidelines.
 - d) Umbrellas should only be used where existing shelter is inadequate, they must be secured against the effects of wind, the canopy edges are set back at 300mm minimum from the kerb so as not to conflict with moving traffic and maintained in a clean and good state of repair to the Council's satisfaction.
21. The Permit Holder shall remove all obstructions from the Permit Area upon twenty four (24) hours notice (or less in times of emergency) by the Council (or its delegate) that the Permit Area is required for pavement maintenance or repair work or special events. The Council may vary the time to comply depending upon the circumstances.
22. The Permit Holder shall bear the cost of cleaning the Permit Area and of all pavement repairs (inclusive) of replacement of jointing material removed from brickwork paving in sweeping and washing down of the pavement) carried out by the Council within the Permit Area which in the opinion of the Council (or its delegate) are necessary by reason of activities authorised under the Permit.
23. The Permit Holder shall indemnify and keep indemnified and hold harmless the Council, its members, employees and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the Permit or out of or in relation to the activities authorised thereby.

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24. The Applicant shall effect and keep current during the period of this Agreement a policy in the name of the Applicant of a type and upon conditions approved by the Council insuring against public risk and liability to the public of the Council and the Applicant in the sum of TWENTY MILLION DOLLARS (\$20,000,000.00) or such other amount as the Council may in writing reasonably request the Applicant from time to time and included among the conditions for such policy there shall be the following:
 - a) That the Applicant shall notify the insurer of the terms of the indemnity given by the Applicant pursuant to the Condition (25) hereof;
 - b) That the Applicant shall produce such policy to the Council for inspection as and when demanded and at the same time shall supply true copies thereof and evidence satisfactory to the Council of the currency thereof; and
 - c) That the name of the Council be endorsed on the Policy as an Interested Party.
25. If justified by reasonable grounds, the Council reserves the rights to cancel, suspend or revoke an Outdoor Dining Permit if the Permit Holder fails to clear its tables and keep the area pavement clean at a maximum of thirty (30) minute intervals to maintain the community expectation of the level of public place and food premise cleanliness.
26. If justified by reasonable grounds, at the time of application or any time thereafter the Council reserves the right to cancel, suspend or revoke an Outdoor Dining Permit, amend its operating hours, and/or further restrict its conditions if nuisances health or public safety issues/concerns emerge as a consequence of persons utilising the Permit Area.
27. The Permit Holder or the Council may at any time (whether in the event of default of any of the Conditions or otherwise) terminate the Permit by serving upon the other twenty four (24) hours notice in writing PROVIDED nevertheless that such termination shall be without prejudice to any rights of the Council against the Applicant for any antecedent breach of any of the Conditions.
28. Upon expiration of the Permit or termination of the Permit for any reason the Permit Holder shall at its expense in all things remove the Authorised Furniture from the Permit Area or the Council may without further notice remove any remaining Authorised Furniture to the Applicant and may recover from the Applicant as a debt all expenses incurred.
29. If, after the date of Permit expiry, the business operator continues to supply food and/or liquor in and/or fails to remove the Authorised Furniture from the Permit Area, the Applicant shall be bound to pay the notified annual fee or be issued with an expiation for operating on Council land without authorisation.
30. The Permit is to be construed as continuing for the purpose of the conditions for indemnity and insurance herein contained whilst the Applicant's furniture and equipment remain on the public streets roads and places (whether or not hereby authorised) for the period commencing from the time that such furniture and equipment were first placed on such public streets roads and places until the same are removed or a further permit is granted by the Council in substitution for this Permit.
31. The Applicant further agrees:
 - a) To ensure that any alteration to the road does not interfere with or cause damage to or in any way affect the property of any other person.
 - b) To comply with any direction given by any Authority, statutory or Council to remove, maintain or otherwise modify the alteration to the road subject to this authorisation.
 - c) That fixtures and equipment erected or installed in, on, under or over the road remain the property of the Applicant pursuant to section 209 of the Local Government Act 1999 (examples include safety bollards, café screens)
 - d) This Authorisation does not confer on the Applicant any exclusive right, entitlement or interest in the road and does not derogate from Council's powers arising under the Local Government Act, 1999.

Disclaimer (Please note):

- A road means a public or private street, road or thoroughfare to which public access is available on a continuous basis to vehicles or pedestrians or both and includes a walkway.
- Outdoor dining areas of a significantly large (not typical) scale may be considered 'change of use' of the footpath and are also subject to Development Approval.