

Outdoor Dining Structure Permit Application Form

Applicant details

Applicant name: _____

Phone number: _____

Email address: _____

Business or trading name (if applicable): _____

Company name (if different from business or trading name): _____

Business ABN: _____

Location address: _____

Postal address: _____

Trading hours: _____

Brief description of the outdoor dining structure you would like to install:

Application checklist

During your pre-application, you will have completed the following

- Submitted a site plan for the outdoor dining structure.
- Copy of your Dial Before You Dig application.

You will need to now provide the following documentation

- Received confirmation from us to progress this application.
- Current copy of business registration certificate (ASIC Business Registration certificate).
- Certificate of current Public Liability Insurance for a minimum of \$20 million.
- Outdoor dining structure concept design (including furniture).
- A drafted courtesy letter than can be sent to any properties affected by the outdoor dining structure.
- Current registration to serve food and/or beverages under the Food Act 1984.

Checklist

- I have completed all relevant sections of this application form

Serving alcohol

If you plan to serve alcohol within your outdoor dining structure, you will need to apply for a planning permit and liquor licence. For your planning permit please contact our Planning team on 9278 4444. A liquor licence is applied for separately through the Victorian Gambling and Casino Control (VGCCC). Please visit [Liquor licensing | Victorian Government](#) (www.vic.gov.au).

Signature

Print full name: _____

Signature: _____

Date: _____

Indemnity statement

The owner, in signing this application form, agrees to comply with permit conditions and guidelines and to indemnify the Council from and against any loss, damage or expense (including legal costs) arising from any claim, demand, action, suit or proceeding that may be brought by any person against the Council in respect of the death or injury of any person or the loss or damage to any property, where such death, injury, loss or damage arises out of or in connection with the owner's actions on any land owned or managed by the Council and is caused by the negligent act or omission of the owner or the owner's employee, agent, contractor or client. *Provided that* the owner shall not be liable for any liability or loss to the extent that such loss or damage is caused by the error, omissions or actions of the Council. Where negligence is found to have been contributory, each party shall bear full responsibility in accordance with the party's fault.

Privacy statement

The personal information requested on this form is being collected by Council for the purpose of issuing a permit in relation to the above service. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected, we are unable to process your application and provide the service sought by you. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer.