



APPLICATION FOR OUTDOOR DINING APPROVAL ON FOOTWAY OR COMMUNITY LAND

IMPORTANT

Please read the following information prior to lodging your request for an Approval for Outdoor Dining with Council. If the relevant information or documents are not included with the online lodgement the application may be delayed or rejected, at the applicant's cost.

All applications attract a non-refundable application fee which must be paid on lodgement, as per Council's Fees and Charges. Additional to this, approved applicants will also be charged an annual lease fee based on the approved square metres.

PRIVACY POLICY

The information you provide in this application will enable your application to be assessed by Ku-ring-gai Council. If the relevant information is not provided your application may not be accepted. Please contact Council if the information you have provided in your application is incorrect or changes.

CHECKLIST

In addition to providing information relevant to your business details on your online application form, you will also need to attach the following documents with your application. Please review the following table to ensure you have all the relevant documents.

Documents Required	✓ Included
<p>1. A plan of the proposed outdoor dining area.</p> <p>The plans should show:</p> <ul style="list-style-type: none"> • the premises, adjoining shops, kerb, Council street furniture, planters, signs, power poles and trees/shrubs; • doorways to the shop and location of adjoining businesses; • the area proposed for use for outdoor dining including the length and depth of the area being applied for; • the width of the footpath and the area provided for pedestrian access; • identify all public utilities that may be located within the proposed area of use e.g. Telstra pits; 	

<ul style="list-style-type: none"> all dimensions are to be in metric and be to a scale of 1:100 or other readily legible scale. 	
2. Photographs of the front of the shop, including the area proposed for outdoor dining.	
3. A copy of the Public Liability Insurance document. The policy must: <ul style="list-style-type: none"> Be for a minimum \$20 million public liability insurance; Identify Ku-ring-gai Council as an interested party. 	
4. Photographs or brochures of the proposed furniture. Include all proposed furniture; including chairs, tables, umbrellas, heaters and barriers..	
5. A floor plan showing the number and location of toilet facilities provided to the food premises. * See further information below under toilet facilities	

***TOILET FACILITY REQUIREMENTS**

Where the total number of patrons and staff exceeds 20, sanitary facilities must be provided in accordance with the National Construction Code as per the table provided below, based on the assumption that 50% of persons will be male and 50% will be female.

	TOILET FACILITIES	HAND BASINS
MALE	1 toilet per 100 patrons 1 urinal per 50 patrons	1 wash basin per 50 patrons
FEMALE	1 toilet per 25 patrons 2 toilets per 50 patrons 1 toilet per additional patrons	1 wash basin per 50 patrons
DISABLED	1 wheelchair accessible toilet and wash basin	

If you are unsure whether or not your premises meet the toilet facility requirements, you may seek independent advice.

Should additional facilities be required, Development Consent must be lodged sought and granted before the facilities are installed. Approval for outdoor dining will not be issued until these toilet facilities are provided.

Note: Access to toilets shall not be through any food preparation or food storage areas. Hand wash basins shall be supplied with an adequate supply of warm water at 40⁰C through a common spout, a supply of soap and single use hand towels.