

Alfresco Dining Application Form



ALFRESCO DINING APPLICATION FORM. COMPLIANCE CONDITIONS. DINING INFORMATION SHEET.
Use this form if you run a food business and you want to use our land for alfresco dining.

Application details

please print clearly

Applicants full name		
Postal address		
Phone no. <small>include area code</small>	Home no. <small>include area code</small>	Fax no. <small>include area code</small>
Mobile no.	Email Address	

Premises

Business premise address	
Legal description	Hours of business
Total area of business premises <small>in square metres</small>	Area to be occupied <small>in square metres</small>

Applicant's check list

The following information required to process your Application, attach required documents and plans.



Copy of Plan to show

- | | | | | | |
|---|------------------------------|-----------------------------|--|------------------------------|-----------------------------|
| 1. Area of occupation in square meters with measurements of dining furniture. | <input type="checkbox"/> YES | <input type="checkbox"/> NO | 5. Public access of 1.5 meters or more | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Relationship to adjacent premises | <input type="checkbox"/> YES | <input type="checkbox"/> NO | 6. Photograph of area to occupy | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Fire exists / hydrants | <input type="checkbox"/> YES | <input type="checkbox"/> NO | 7. Copy of Public Liability Insurance cover | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Vicinity of bus stops / crossings / trees / services lanes etc | <input type="checkbox"/> YES | <input type="checkbox"/> NO | 8. Agreement of owner and occupier of premises adjacent to the proposed Licensed area where applicable | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Sale of Liquor Licence

The following information required to process your Application, attach required documents and plans.



- | | | | |
|---|------------------------------|-----------------------------|----------------------|
| 1. Do you have a current Liquor Licence? please quote details | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="text"/> |
| 2. Do you intend to serve alcohol in this area? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| 3. Have you applied to extend your Liquor Licence? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |

I / we hereby apply for: Alfresco Dining area

<hr/> Signature owner / licensee	<hr/> Date (DD/MM/YYYY)
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Alfresco Dining information sheet

For the Licensee/Proposed New Licensee

Use of Footpath for Alfresco Dining.

Thames-Coromandel Consolidated Bylaw Part 3 Commercial Activities in Public Places.

Council has passed a Bylaw making provision for proprietors of registered Restaurants and Cafés to apply for the use of Public Land for Alfresco Dining.

Please note extract following the relevant section of the Bylaw for your information:

303.1 COMMERCIAL ACTIVITIES PERMITTED

The following activities are permitted on permanent sites subject to the applicable conditions set out in Schedule 3:

- (a) *Alfresco dining;*
- (b) *Displaying goods for sale;*
- (c) *Sandwich boards advertising;*
- (d) *Market Days subject to the recommendation of the appropriate Community Board;*
- (e) *Other Concessions subject to the recommendation of the appropriate Community Board;*
- (f) *Stalls in public place subject to the recommendation of the appropriate Community Board.*

Please find attached application form and related conditions for the use of a public place for Alfresco Dining.

Should you wish to apply for the right to use this land please return to any Council Office completed application form including required information.

The annual fee is calculated on nominated area of public land to be used per square meter plus administration fee of \$51.11.

Fees and processing

Fees will be calculated once the application is received.

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		

Office use only

DATE & TIME RECEIVED	RECEIPT NO.	SITE ACCESSED.	LIQUOR LICENSING ADVISED.	APPROVED BY.
COMMENTS				

Alfresco Dining - Compliance Conditions

General

A check sheet and list of compliance conditions is available on request. All formal requests to use footpaths or other public space for **outdoor eating** (Alfresco Dining) must be lodged in writing.

Providing all information is supplied and complies fully with policy, applicants can expect an answer in two weeks.

Approval to use public space for this purpose will require the signing of a formal licence that will be for a maximum term of 364 days. An appropriate fee will be payable as part of the consent conditions. The fee structure is set out under Minimum Conditions.

Approval to use public space in this way will not imply approval of any other conditions under which the business operates, e.g. Liquor Licence. Separate applications will be required to satisfy any of these requirements.

Compliance Conditions

The following points must be included:

1. **Access** - footpath clearance, pedestrian access, setback from kerb, location of street services.
2. **Safety and Security** - location of chairs and tables, public liability insurance, hours of operation.
3. Other compliance conditions applicable.

Minimum Conditions Applicable

1. All commercial activities in public places are subject to:
 - any provisions in the Proposed or operative Thames-Coromandel District Plan, and
 - any provisions in any reserve management plan, and
 - to the provisions of any other part of this bylaw.
2. The maximum area in which alfresco dining activities can take place must not exceed the front boundary points of the business premise to which the alfresco dining area abuts and must level a minimum of 1.5 meters width and 2.2 meters vertical clearance for pedestrian traffic.
3. The designated area and facilities provided must be cleared and maintained to a standard acceptable to Council.
4. The space occupied is not to obstruct access to or egress from the premises, or adjoining premises.
5. No tables, chairs or displays are permitted where the proposed area is adjacent to a bus stop, taxi stand or pedestrian crossing.
6. Fees will be determined by Council and are payable before a licence is issued or as specified in the licence.
7. The licence is business and person specific. A change of ownership or business operation will require a new application to be lodged.
8. The owners must abide by the direction of authorised Council Officers.
9. The licence operates at all times at the Council's pleasure and Council can revoke the licence at any time.
10. Trading is limited to the area designated.
11. Refuse containers shall be placed in a strategic place whilst the licensee is operating and shall be the responsibility of the licensee to empty. Bin containers are not to be emptied into any of the Council's street litter bins.
12. The owner is required to remove tables, chairs and any other thing or equipment associated with the operation at the end of each trading period unless otherwise specified.
13. Council accepts no responsibility or any damage or physical injury caused by the owners operation.
14. Public Liability insurance of \$1,000,000 is to be carried by the owner and the Council will require evidence of such insurance.
15. Council reserves the right to cancel the licence in the event that the area is required for other Council purposes. Reasonable notice will be given to the owner.
16. The licensee shall obtain and comply with any other relevant consent, e.g. building consent, resource consent or any other Council requirement.
17. Upon expiry of the licence renewal is not guaranteed.

Fees

1. The base annual fee will be calculated on the square meters approved in the licence.
2. The fee will be payable at the commencement of the licence and at the commencement of each renewal period.
3. A pro rata refund will be available for the year in which the licence is surrendered.