

Application for a footway restaurant approval

Under the *Roads Act 1993 – Sections 125-127*

Fees are valid until 30 June 2019

About this form

Use this form to apply for an approval permitting use of a footway for outdoor dining.

Lodgement & fees

Please follow the instructions on page 3.

Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 3).

▼ Applicant details

Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:

Family name (or company):

Given names (or ABN):

Postal address:

..... Post Code:

Phone (1) (....) Fax (....)

Phone (2) (....) E-mail:

Contact person (Only if a company etc):

▼ Site Details

1. **Location of proposed Activity**
(Attach plan to show precise location)

2. **Detailed description of proposed Activity**
(Attach extra material if necessary)

▼ Development Application Details

If this application relates to a pub or small bar, Development Approval is necessary. Please provide details below:

3. **Have you attached the details of your Development Consent?** YES NO

4. **Development Application number** DA:

▼ Additional Information

5. Date(s) & time(s) required for proposed Activity Date(s).....
Start:..... Finish:

6. Special Requirements
eg: equipment
.....
.....

▼ Conditions

The application for Footway restaurant approval and operation must be conducted in accordance with Council's *Policy and Procedures for Footway Restaurants and Display of Goods* which can be viewed on Council's website at: www.woollahra.nsw.gov.au or be obtained from our Customer Service Centre.

- 1) A Footway Restaurant Approval will only be issued to an applicant who:
 - a) Operates a business from premises immediately adjacent to the footway.
- 2) Council's application fee must accompany the application.
- 3) If a Footway Restaurant Approval is issued, it will require the business operator to pay rent. The Approval Fee will be determined on the basis of an independent valuation.
- 4) The applicant will also be required to meet Council's valuation costs incurred in granting the Footway Restaurant approval and these must be paid prior to issue of the Approval.
- 5) Prior to the issue of a Footway Restaurant Approval, the applicant will be required to obtain a Public Risk Insurance Policy for a minimum of twenty million dollars (\$20,000,000) against any action that may arise from damage to property or injury to any person using the footway. Council must be nominated as an 'Interested Party' on the policy and indemnified against any claim.
- 6) The issue of a Footway Restaurant Approval in respect of a footway of a classified road will be subject to the concurrence of the Roads and Maritime Services (RMS) and in accordance with Council's Policy and Procedures for Footway Restaurants.

▼ Signature and declaration

I, (the applicant) apply for consent to use the footway in the manner outlined in the accompanying details and plans. I declare that all the information given is true and correct. I have read, understood and accept the conditions as listed above. I accept that all these conditions must be complied with at all times.

I also understand that:

- if incomplete, the application may be delayed or rejected, and/or
- more information may be requested after date of lodgment.

Applicant Checklist:

- Council's application fee enclosed
(see Fees on Page 3)
- Site plan submitted with application
(see Page 4 which includes a sample plan)
- Agreement to pay additional costs including legal costs incurred by Council
(see Fees on Page 3)
- Signature:..... Date:.....

▼ How to lodge this application

Address the application to:

You can send it to us by any of the following methods:

- Post:** PO Box 61
Double Bay 1360
- DX:** DX 3607 Double Bay
- Courier or personal delivery:** Council Chambers
536 New South Head Rd
Double Bay NSW 2028

Contact us by phone, fax or electronically

- Phone:** (02) 9391 7000
- Fax:** (02) 9391 7044
- E-mail:** records@woollahra.nsw.gov.au
- Web:** www.woollahra.nsw.gov.au
- Who to contact:** Senior Property Officer on 9391 7019

Fees

The fee for this application is an initial \$434 plus, if applicable, an hourly rate.

If approval is granted, a Footway Approval is required to be entered into and all administration and valuation costs of approximately \$600 (incl GST) will be payable. Administration fees are calculated on the hourly rate, and any protracted negotiations over 5 hours will be charged at \$77 per hour. These fees are payable before the release of any legal agreement.

Payment methods:

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.
- For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

Fees

Fees are valid until 30 June 2019.

The appropriate fee must accompany the application.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (<i>refer receipt for details</i>) Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer: Date: <input checked="" type="checkbox"/> Cashier: Date:	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
	Application Fee	354	\$434
Total:			\$434

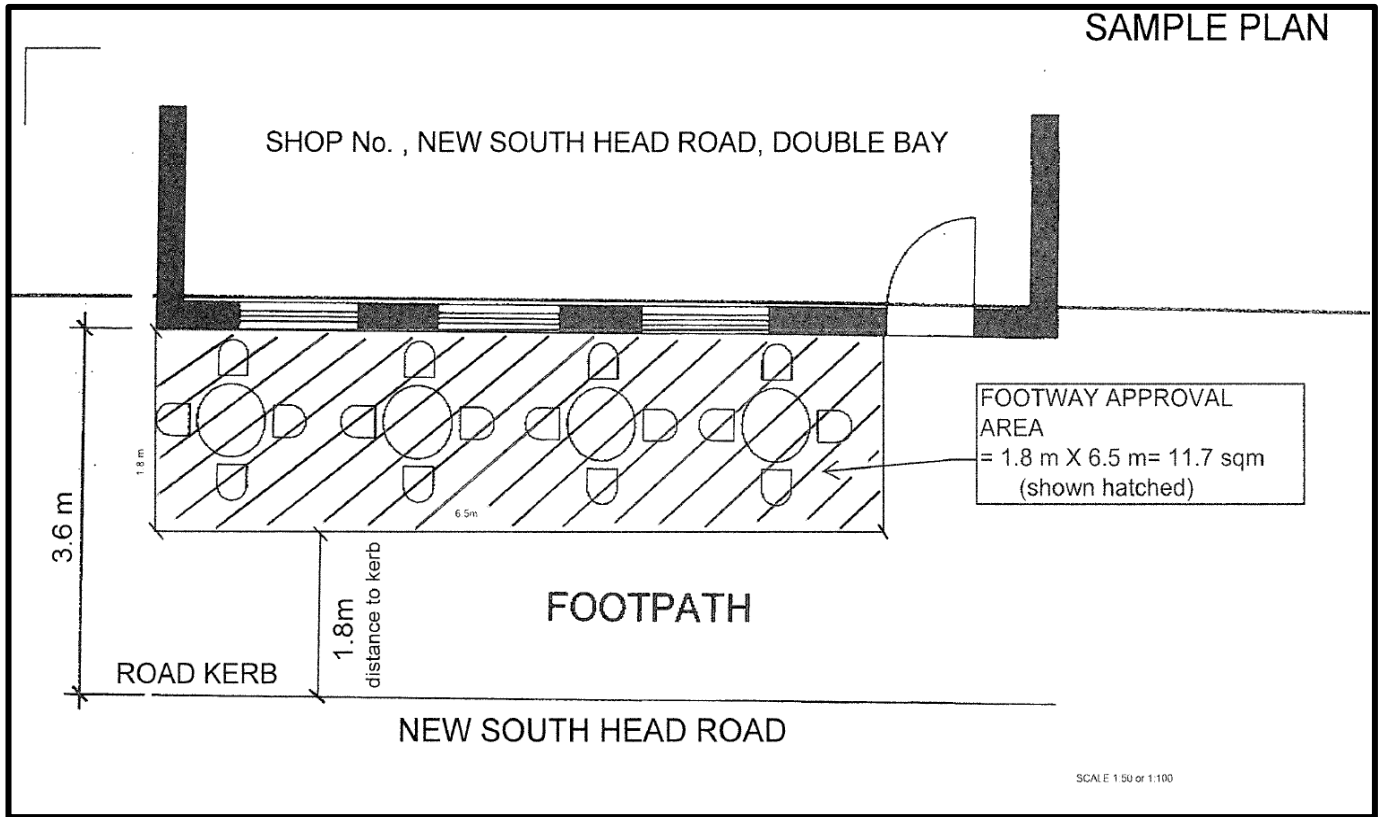
Acct No: 00768.1175

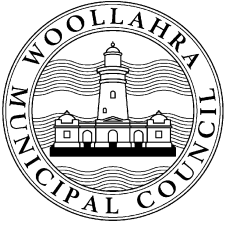
▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Attach Plan of location

Please attach site plan of location. The below Sample Plan provides guidance on the type of plan required to accompany this application.





Credit Card Payment Form

All credit card payments will incur a processing fee, currently 0.55%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA																
Full Name on Credit Card																				
Credit Card No.				--											--					
Card Expiry Date			--		Total Amount Paid	\$														
Cardholder's Signature																				
Date								Contact Phone No.												

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For	-----
Council Reference eg DA No.etc	-----
Address (where applicable)	-----

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	-----	
	Date	-----	