



Development Application Details required for pubs & small bars

If this application relates to *a pub or small bar*, you must provide details of the Development Approval below and liquor licence number:

1. Do you intend to serve liquor in the footway dining area?

YES (provide details below)

NO (go to question Conditions)

2. Development Application number:

DA:

3. Liquor licence

Licence Number



Additional Information

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Conditions

This application for a Footway Dining Approval will be assessed in accordance with the requirements of the *Roads Act* NSW and Council's *Footway Approval Policy*, which can be viewed on Council's website at: www.woollahra.nsw.gov.au or from our Customer Service Centre.

A Footway Approval for a restaurant will only be issued to an applicant who:

- 1) Operates a restaurant from a premises immediately adjacent to the footway area the subject of the application.
- 2) Submits a completed application form and all requested material.
- 3) Has paid Council's application fee.
- 4) Has provided a certificate of currency for a Public Risk Insurance Policy for a minimum value of twenty million dollars (\$20,000,000) applicable to the footway dining area. Council must be nominated as an 'Interested Party' on the policy and indemnified against any claim.
- 5) Has the concurrence of the Roads and Maritime Services (RMS) in respect of a footway of a classified road.



Signature and declaration

I/We, (the Applicant/s) apply for consent to use the footway in the manner outlined in the accompanying details and plans. I/We declare that all the information given is true and correct. I/We have read, understood and accept the conditions as listed above including as to the *Roads Act* NSW, Council's *Footway Approval Policy* as amended from time to time. I/We accept that all these conditions must be complied with at all times, including if a Footway Approval Policy is granted to me/us. I/We also understand that if incomplete, the application may be delayed or rejected, and/or more information may be requested after the date of lodgement.

I/We have reviewed this Application form and Council's *Footway Approval Policy* and provided the following:

- Council's application fee (*see Fees on Page 4*)
- To scale site plan
- Agree to pay the rental Fee and any additional costs incurred by Council (*see Fees on Page 4*)
- Colour **photos** of the proposed site
- Details and images of any items (**eg. Seats, tables, umbrellas**)
- Proof of **ownership** of restaurant in the adjoining property (Front page of lease and or other documents)
- If applying under a company name, a copy of an **ASIC** report showing the name of the company
- Provide the Food Premises Registration Number for the restaurant
- Development Application** details/Number (**only for premises with liquor licence**) or **Not applicable**
- Liquor licence** details/Number (**only for pubs and small bars**) or **Not applicable**

Signature:..... Date:.....

▼ How to lodge this application

Address the application to: Property & Projects

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: Property Officer on 9391 7991

Fees

The fee for this application is an initial \$434 plus, if approval is granted a square metre rate in the form of rent.

If approval is granted, a Footway Approval is required to be entered into and rental will be payable.

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 2020.

The appropriate fee must accompany the application.

To be completed by Council's Cashier and Customer Service Officer. GST not applicable (<i>refer receipt for details</i>) <i>Retain your receipt as proof of lodgement of the application.</i>	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
<input checked="" type="checkbox"/> Receiving Officer: Date: <input checked="" type="checkbox"/> Cashier: Date:	Application Fee	354	\$434
	Total:		\$434

Acct No: 00768.1175

1. Is the declaration on page 3 complete and signed? Yes No
2. Are all required supporting materials' attached to application? Yes No

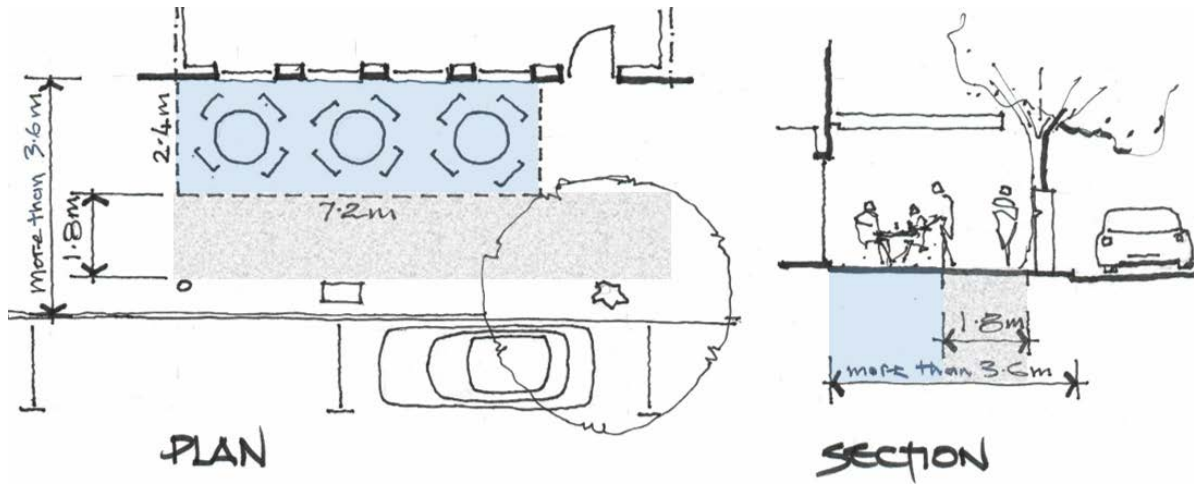
If the answer to either 1 or 2 is No – the application is incomplete and CANNOT be accepted by Council.

▼ 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.

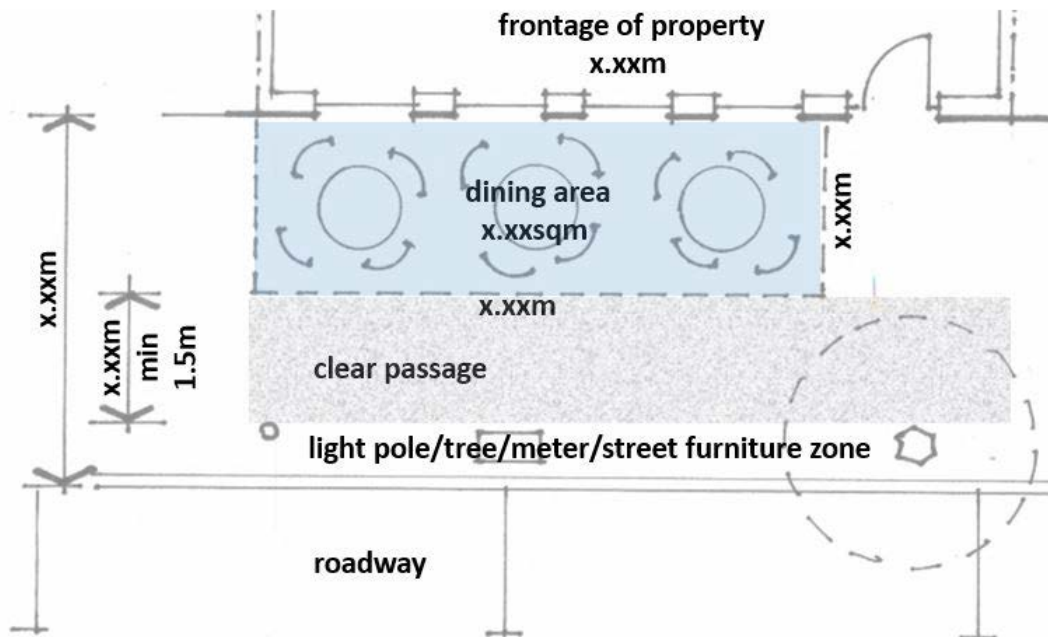
Plan of Approved Area – SAMPLE ONLY

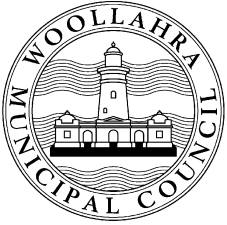
Footway Dining Area on a Pedestrian Street, 1.8 metre wide path. This is Woollahra Council's preferred footway dining arrangement with the seating abutting the restaurant wall and 1.8 metre wide path, in lower pedestrian traffic areas this may be reduced to 1.5 metre wide path for pedestrian traffic.



1. Maintain a clear pedestrian pathway adjacent to the Approved Area.
2. The Approved Area may be limited by existing trees, poles or structures.
3. Ensure that you allow enough room for patrons and staff to move in the Approved Area so that your patrons, staff and tables and chairs remain entirely within the Approved Area.
4. Show the total square metres for the requested footway area.

Type of plan you should include with your application – SAMPLE ONLY





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	_____	