



WAIROA DISTRICT COUNCIL

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Outdoor Dining or Outdoor Display Application Form

Wairoa District Council Consolidated Bylaw Part 3 – Public Safety

Follow the instructions below to apply for a new outdoor dining or outdoor display licence. Your application will not be processed until the application form is completed correctly, all supporting documents and payment are received.

What you need to do:

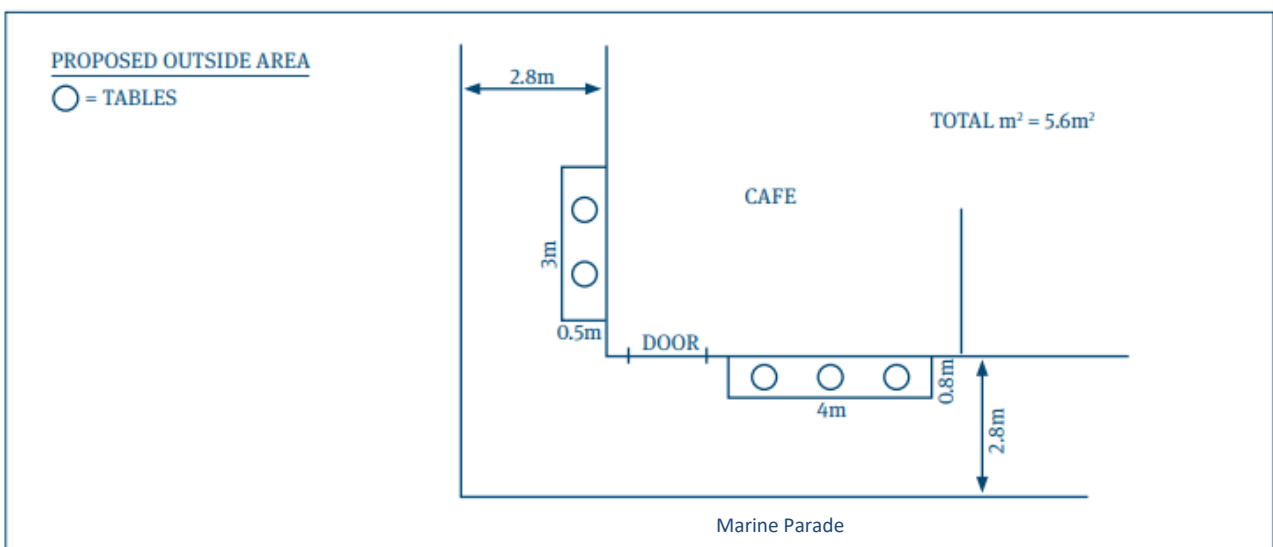
- Supply a completed application form
- Read the terms and conditions on the back of the application
- Supply all required supporting documents
- Pay the fee upon application

What to include:

- Completed application form
- Plan showing proposed area of public space with measurements (please see example below) Photograph of proposed area
- Copy of public liability insurance cover (if required)
- Copy of alcohol and health licence if applicable – If you wish to serve alcohol in the proposed area your alcohol licence must also include this outdoor area
- Application fee (\$50.00)

Example of plan showing proposed area which should include;

- Total square meters to occupy
- Footpath clearance – minimum 1.5m (1.8m preferred)
- Indication of furniture/display positions



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Wairoa District Council Consolidated Bylaw Part 3 – Public Safety

- 1) Licence I am applying for: Outdoor dining Outdoor display

Application details

- 2) Applicant/Name to be on licence
- | | |
|---------------|--------------------------------------|
| Phone number | Postal address for service documents |
| Mobile number | |
| Email address | |
- 3) How do you wish to be contacted? PHONE EMAIL

Premise details

- 4) Trading name of premises
- 5) Premises address

Business details

- 6) Trading hours and days, you wish to operate outdoor dining or display:
- | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|--------|---------|-----------|----------|--------|----------|--------|
| | | | | | | |
- 7) Are you applying for outdoor dining? YES go to Question 8 NO application end
- 8) Food Licence number
- 9) Do you intend to serve alcohol in this area? YES go to Question 10 NO application end
- 10) Does your current alcohol licence include this area? YES provide number here

IMPORTANT NOTE:

NO
you must apply to vary your alcohol licence in order to include this area

The personal information that you provide in this form will be held and protected by WDC in accordance with our privacy statement, available at <https://www.wairoadc.govt.nz/our-council/about-this-site/copyright-and-privacy/>

I / we hereby apply for: Outdoor dining / Outdoor display licence and have read the terms and conditions associated with that licence

Signature owner / Licensee	Date (DD/MM/YYYY)
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Outdoor dining / Outdoor display - Terms and Conditions

All commercial activities on Council footpaths are subject to these Terms and Conditions

This licence/permission is valid for 12 months from the date it is issued. Council reserves the right to cancel the licence at its sole discretion by giving the holder 24 hours' notice.

1. The approved area which can be occupied must not exceed the front boundary points of the business premises. Approved area must leave a minimum 1.5 metre clearance from the end of proposed area.
2. This licence only allows the licensee to use the approved area while the business is operating from the premises.
3. The licensee is required to remove tables, chairs and any other equipment associated with the operation at the end of each trading day.
4. It is the licensee's responsibility to keep the approved area clean and tidy at all times and free from any health and safety hazards.
5. The licensee must ensure that use of the approved area does not obstruct access to or egress from the premises or adjoining premises, or impede pedestrians from using the footpath.
6. The licensee must ensure items placed in the approved area do not impede or interfere with the visibility from intersections adjacent or near the approved area.
7. Fees will be determined by Council and are payable before a licence is issued.
8. The licence is not transferrable. If there is a change of licensee a new application is required to be lodged.
9. The owners must abide by the direction of authorised Council Officers.
10. Council accepts **no** responsibility for any damage or physical injury caused by the owners'/Licensees' operation.
11. Public liability insurance of \$1 million is to be held by the owner (if required) and the Council will require evidence of such insurance.
12. The licensee must obtain and comply with any other relevant consents or permissions including but not limited to building consent under the Building Act 2004, resource consent under Resource Management Act 1991.

Specific conditions for outdoor display of goods

1. All goods must be presented in a neat and tidy manner, free from litter and objects that could fall or be blown into the path of pedestrians or traffic.
2. No display is permitted if it presents a risk to health and safety of pedestrians.
3. All items must be purchased inside the premises (unless no sale is taking place).
4. Point of sale is not permitted within the approved area. Displays must be removed from the approved area when the premises/licensee is not open for business.
5. Displays are permitted to occupy a maximum of 1 metre from the front of the shop (unless otherwise specified).

Specific conditions for outdoor dining furniture

1. Furniture must be movable, not permanently fixed. The licensee must store all tables, chairs, planter boxes, barriers, umbrellas and outdoor heaters inside the premises at the end of each trading day.
2. Furniture must be suitable for all weather conditions and continuous use. The licensee must remove broken furniture immediately to avoid accidents.
3. The licensee may use umbrellas if there is no building veranda. These must be weighted down with removable weights such as sandbags or anchored in a similar manner

Specific conditions for charity/not for profit activities and one-off events

1. Generally these activities will not require an outdoor dining/outdoor display licence (This will be at Councils discretion). This activity will require the application and fee if it becomes a regular occurrence (example – occurring more than 20 times per year).
2. Permission from the shop owner/keeper (if required) to set up on the footpath in front of their shop.
3. All displays/furniture will need to be removed at the end of the day and taken away by the licensee.