



Application for Outdoor Dining & Footpath Trading Licence

About this form:	This form is required to apply for the use of Council's footpath for dining purposes, A frames and display of merchandise under the Roads Act 1993. A licence will be issued by Inner West Council and renewed annually subject to compliance with Section 68 LGA 1993, Section 125 & 127 Roads Act 1993, licence conditions and payment of annual fees (as per the fees and charges). An approval lapses earlier for non-compliance with licence conditions and/or non-payment of fees.
How to complete:	<ol style="list-style-type: none">1. Ensure that all fields have been filled out correctly.2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.3. Once completed, please refer to the lodgement details section for further information.

Applicant's Details:			
	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)		
Proprietor's Name:			
Business Name:			
Street Address:			
Suburb:		Postcode:	
Email:			
Phone Number:		Mobile:	
Description of Outdoor Dining & Footpath Trading:			
Usage Times:	Mon-Fri	Saturday	Sunday
Number of Tables:		Development Consent No.	
Number of Chairs:		Total Area:	
Sale of Alcohol:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
A frames size and location against the kerb			

Application Declaration			
I understand that Inner West Council is in the process of developing an Inner West Council's Outdoor Dining & Footpath Trading Policy as noted above. I agree to comply with the Licence Approval Conditions.			
Applicant's Signature:		Date:	/ /



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Description of the land to which this Application Relates:				
Street Address:				
Suburb:		Postcode:		
Lot/DP Number:				
Owners Consent Details:				
	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other (please specify)
Full Name:				
Provide Applicable:	ABN		ACN	
Address of Primary Contact:				
Phone Number:				
As the owner/s of the land to which this Application relates. I/We consent to the lodgement of this Application				
Signature:				
Company/Strata Seal				

Have you attached the following information with your application?			
A copy of current \$20 million Public Liability Certificate	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
The Written Consent of the property owner	<input checked="" type="checkbox"/>	Yes	<input checked="" type="checkbox"/> No
Relevant fees have been paid for use of the footpath	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/> No
Submitted the relevant information for Council to assess this application in accordance with Councils "Outdoor Dining & Footpath Trading Policy" (to be determined)	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Ensure that your proposed footpath Dining or Footpath Trading use is in accordance with a Development Consent for your property. This includes "start" & "finishing" times for the use	<input type="checkbox"/>	Yes	<input type="checkbox"/> No



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SKETCH OF LEASED AREA AS SHOWN ON DEVELOPMENT CONSENT

(Sketch of leased area, drawn to scale, with measurements showing the dining area, number of tables and chairs, distances to the kerb & Building etc)



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A large, empty rectangular box with a thin black border, intended for the applicant to provide details for the licence application.



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Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form

Instructions for applicants

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.

Lodge online (preferred method): www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- Registration is required for the application lodgement
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge in person: Inner West Council's Customer Service Centres:

- For applications being lodged in person, all documents must be contained on a USB device.

Note: The Building Certification Team is located at the Leichhardt Service Centre and are available by appointment to assist in the lodging of your application*

- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Ashfield – 260 Liverpool Road Ashfield.

Opening hours: Monday-Friday, 8:30am-5:00pm
www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Payment: Tax Invoice will be sent after lodgement, please refer to the invoice for payment methods.



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Office use only

CSO:		Receipt number:	
Date:		Amount paid:	\$
Application number (if applicable):		Cashier code:	
		Initial of officer:	