



Application for an Outdoor Eating Facility Permit

Local Government Act 1995

City of Melville - Activities in Thoroughfares, Public Places and Trading Local Law 2014

Section 1: Food Business Details						
Trading Name						
Organisation Name:						
ABN/ACN:						
If food business was previously registered, please provide name of existing business below:						
Address of Premises:	Shop No.:		Unit No.:		Street No.:	
	Street Name:					
	Suburb:				Postcode:	
Postal Address: <small>(if different from above)</small>						
Phone:				Email:		
Section 2: Applicant Details						
Proprietor's Full Name	*					
Email:	*					
Phone:				Mobile:		
Section 3: Outdoor Eating Area						
Proposed Date/s of Operation						
Proposed Hours of Operation						
Section 4: Declaration						
	*I have reviewed the information below and also attached the compulsory information required to process the application.					
	*I acknowledge that by making this application the information contained is true and correct in every particular way.					

**Required Information*



Additional Requirements

PLEASE NOTE: The following 6 information items **MUST** be provided in writing with this application, or it will not be processed.

Click on the **paperclip** next to each requirement, to attach documentation. Click on the **View Attachment** icon at the bottom on page to view the attachments linked to this form.

	1. A plan and specification of the proposed eating area at a scale of 1:50 showing: (i) the location and dimensions of the proposed eating area and the means by which the eating area is to be separated from the balance of the street or public place; (ii) the position of all tables, chairs and other structures proposed to be provided in the eating area and which of such items, if any, are to be retained within the eating area at all times.
	2. A plan and specification at a scale or 1:200 showing the eating area and all land and improvements thereon within 30 metres of the boundaries of the eating area including any public facility and parking restriction within the street or otherwise.
	3. A colour photograph or photographs of the tables, chairs and other structures to be set up in the eating area.
	4. Written particulars of arrangements made in respect of public liability insurance of not less than \$10,000,000.
	5. Any other information that the Council directs in the circumstances of the case.
	6. Consent from all property owners and business tenants or occupiers if proposed eating area extends in front of neighboring premises is required.



Click icon to **View Attachments** linked to this document.



Additional Information

Please consider the following criteria as application processing times may vary if any of these factors applies:

- The proposed application is in a commercial area and conducted in conjunction with a food premises.
- The proposed application is at least 1.5 metres clear of any footpath and is within the frontage of the business.
- The food business has a minimum of \$10 million public liability insurance for the conduct of the food business.
- The proposed application will **not** require changes or relocations of City-owned landscaping, street furniture, bus stops or signs.
- The business is **not** directly adjacent to a Primary Regional Road. The Primary Regional Roads in City of Melville are:
 - Canning Hwy;
 - Leach Hwy;
 - South Street;
 - Stock Road south of Leach Hwy;
 - Roe Hwy; and
 - Kwinana Freeway.
- The application is **not** located on an intersection, bend in the road or roundabout.
- The application is located on a road where on-street parking is permitted and the area is on the road-side of the footpath with a minimum clear zone of 600mm between the kerb face and the area enables passengers to alight from parked cars to accommodate street furniture and/or services.
- The application has **no** permanent changes to the verge (i.e. new hardstand).
- The application has **no** permanent elements (i.e. planter boxes, bollards, café blinds) are proposed.
- The application is consistent with the City's Verge Treatment Policy (CP-086) and Street Trees Policy (CP-029), both of which are available on the City's website, www.melvillecity.com.au/trees:
- Outdoor Eating Area Facility Fees: The Schedule of Fees and Charges is available on the City's website, <https://www.melvillecity.com.au/schedule-of-fees-and-charges-2020-2021>. Note: Fee increases may apply 1 July each financial year and annual fee is calculated prorata.

Office Use

Health Application Number:	
CS/CA Officer:	