

APPLICATION FOR OUTDOOR DINING & TRADING PERMIT

Expires 31st July 2026

Information for Applicants:

Council adopted the 'Outdoor Dining & Trading Policy 2017' on 27th September 2017.

The Policy provides guidance in relation to the design of outdoor dining furniture and associated items that will satisfy Council's vision for the Central Business District and enhance the city streetscape.

All permit holders must comply with the adopted Policy.

A copy of the Policy, application forms (hardcopy or online) and associated documents can be found on the City of Ballarat website at <https://www.ballarat.vic.gov.au/outdoor-trading>

The hardcopy application form should be used for amendments to permits.

What You Must Do:

- 1) Read the Outdoor Dining & Trading Policy 2017.
- 2) Complete the attached application form and return to info@ballarat.vic.gov.au, post to PO Box 655, Ballarat, 3353 or bring into The Phoenix, 25 Armstrong Street South, Ballarat; OR
- 3) You may also apply via an on-line form – head to the City of Ballarat website: <https://forms.ballarat.vic.gov.au/> and select 'Apply for an Outdoor Dining or Trading Permit'

In addition to this application form, you are required to provide the City of Ballarat with a copy of the following:

- a) A site plan indicating dimensions of overall footpath width and detailing trading, kerb and pedestrian zones (where applicable).
- b) Photograph/s of the proposed footpath area.
- c) A Certificate of Currency of a public liability risk insurance policy with a minimum cover of \$20 million. The Certificate can be obtained by contacting your insurance provider and must be renewed annually and cover all proposed footpath activity. **Please note that a tax invoice, a schedule of insurance or any other similar document is not a Certificate of Currency;**
- d) A signed and dated Form of Indemnity – a statement that indemnifies Council against all claims of any kind arising from any negligent act either by the permit holder, the permit holder's agent or their clientele (attached - to be completed);
- e) Photographs or brochures of the proposed item/s: signage, chairs, tables, umbrellas, planter boxes, gas heaters, etc along with any proposed business logos; and
- f) A copy of a current liquor licence which extends to the footpath area (this is only required when you intend on serving alcohol at an outdoor dining facility).

What the City of Ballarat Will Do:

On receipt of your application a City of Ballarat Officer will review the proposed details and e-mail a Schedule of Fees.

Upon payment of the fee the application will be processed. If approved, a permit will be issued and will be subject to conditions contained thereon and compliance with the Outdoor Dining & Trading Policy 2017.

Note:

- The fee is an administration fee and no refunds will be given.
- The provision of an e-mail address is deemed acceptance to receive all correspondence by e-mail.
- The permit will expire on 31st July 2026. A renewal application form will be emailed out prior to this date.
- You must ensure that the footpath area is adequate to contain the items requested or reduce the number/type of items.
- The Form of Indemnity and Certificate of Currency are two separate things and both must be provided if not applying on-line.
- The Permit is not transferable.
- Any change of Licensee will require the submission of a new application along with payment of the associated fee and all required documentation attached.
- The name of the Insured on the Certificate of Currency for Public Liability insurance must reflect the Applicant/Licensee Name or Trading Name on the application form.
- Public Liability insurance must remain current for the duration of the permit.



APPLICATION FOR OUTDOOR DINING & TRADING PERMIT

Expires 31st July 2026

Applicant/Licensee Name:

Trading As:

Business Address:

Postal Address:

Name of Contact:

Contact Phone Number: **Mobile Phone Number:**

Email Address:

Please indicate your preferred option/s:	Application Fee*	Tick
<p>Outdoor Dining (this includes temporary tables, chairs, stand-alone heaters; pot plants/planter boxes, umbrellas, barrier screens).</p> <p>Are all items temporary and removable from the footpath?: Yes / No</p> <p>Inground sockets/sleeves: Existing <input type="checkbox"/> Required <input type="checkbox"/> <i>(if required, will be subject to a separate Council Asset permit, fee and installation/ materials at your cost)</i></p> <p>Are there existing glass wind barriers?: Yes / No</p>	\$200.00	<input type="checkbox"/>
<p>A-Frame Advertising Signage (one (1) only permitted unless exceptional circumstances exist). Number of signs requested: ____</p>	\$100.00	<input type="checkbox"/>
<p>Display of Goods for Sale or Hire (the area used must not exceed 2m²)</p>	\$100.00	<input type="checkbox"/>
<p>Amendment to an issued Permit (this can only be applied for if the Licensee is unchanged as per the issued permit). Please insert the Permit No: FT/____/FP.</p>	\$100.00	<input type="checkbox"/>

**may be subject to change. Please consult Council's adopted annual budget.*

Have you attached? – please tick:

- A signed and dated Form of Indemnity (see over).
- A site plan indicating dimensions of overall footpath width and detailing trading, kerb and pedestrian zones.
- A Certificate of Currency of a public liability risk insurance policy (minimum cover of \$20 million).
- Photograph of the proposed footpath area.
- Photograph or brochures of the item/s.
- Copy of a current Liquor Licence which extends to footpath area (if applicable)

Signature _____

Date _____

Form of Indemnity

This indemnity is given the _____ day of _____ 20_____
(Date) (Month) (Year)

By the _____
(Applicant / Licensee Name)

Trading as _____ (hereinafter called "the indemnifier")
(Trading Name)

At _____
(Location of the Premises)

To the CITY OF BALLARAT (hereinafter called "the Council")

Whereas the indemnifier has applied to the Council for authority to use a portion of the road or other public area within the municipal district under the Council's Outdoor Dining & Trading Policy 2017.

NOW THIS INDENTURE WITNESSES that in consideration of the Council granting such authority the indemnifier INDEMNIFIES and will KEEP the Council INDEMNIFIED against all actions, liabilities, proceedings, demands, losses, damages, fees, claims, costs and expenses whatsoever incurred or arising out of, or in connection with or in consequence of the use of the road or other public area for purposes associated with the use of the premises at ("location of the premises")

Signature of Applicant / Licensee

Your personal information is being collected by City of Ballarat for the purpose of processing your application. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au