

Extended Outdoor Dining Checklist



	<p>Checklist</p> <p>If you wish to temporarily extend your current footpath trading arrangement to extend your footpath and/or add car park/s in close proximity to your business and to avoid delays in processing, you will need to ensure:</p>
	<p>Conditions where extensions will be considered</p>
	<p>Located adjacent, or in close proximity, to your business or venue and occupy between one and two parking spaces.</p>
	<p>Positioned where kerbside parking is currently permitted i.e. where a 'green' parking sign is located</p>
	<p>In a location where appropriate traffic calming measures are in place, on roads 40kp/h (or lower), and on Council-managed (local) roads. The removal of special parking zones, such as disabled, bus, clearways, loading or taxi, will not be supported.</p>
	<p>Safe distances from intersections will be assessed on a site-by-site basis to ensure there are no negative impacts to road users (side roads will be considered)</p>
	<p>Not adjacent to underground services or drains, as well as existing street furniture/items such as fire hydrants.</p>
	<p>Placed in a manner which do not obstruct existing pedestrian crossing points, kerb ramps or bicycle infrastructure.</p>
	<p>In order to apply for your extension:</p>
	<p>You must have up-to-date public liability insurance and health registration.</p>
	<p>Talk to you neighbouring businesses – gain written permission from them (see draft sample letter enclosed). See if there are any overlaps in operating hours, whether you can join up your proposal – reducing the need to take up separate parking especially day vs. night operators.</p>
	<p>An updated plan of the proposed outdoor area including measurements and placement of all items (used for both Council and the VCGLR)</p>
	<p>Your temporary permit, once approved, will include conditions such as:</p>
	<p>All chairs and tables will need to be positioned at least 1.5 metres from property boundary.</p>
	<p>Café screens and/or planter boxes will need to be positioned at the boundary of the car park and road.</p>
	<p>Further details about and other requirements such as smoking laws, placement of umbrellas and types of furniture, heaters, planter boxes, A-Frames and other infrastructure can be found in the Footpath Activities Policy and Footpath Trading Booklet.</p>
	<p>Do you wish alcohol to be served?</p>
	<p>If you wish for alcohol to be consumed in the extension, you will need to provide in your application:</p> <ul style="list-style-type: none"> • number of patrons • current hours of operation • A plan that clearly describes the boundary of the outdoor area your dining area (i.e. updated red line as per usual VCGLR requirements)