

Application for Renewal of Footpath Dining Permit

Use this form to renew your permit for Footpath Dining. This form is in keeping with *Local Government Act 2009*, Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011. Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

ID _____ Box _____

Applicant Details

Company Name		ACN / ARBN	
Surname of Applicant (1)	Given Name	Title	
Surname of Applicant (2)	Given Name	Title	
Postal Address			
Telephone Number		Email Address	

Business Details

Business Name (must be registered with Fair Trading)		ABN	
Physical Address (if vehicle or stall, advise exact location)			
Lot Number	Registered Plan Number	Parish	Existing permit number
Permit expiry date			
Hours and days of operation			

Description of footpath dining facilities

Proposed no. of chairs	Proposed no. of tables	Proposed no. of shade structures
Proposed no. of Landscape Planter Boxes	Proposed no. of Screens / Bollards	Size of the area for Footpath Dining e.g. 10m2
Method of storage / security of tables, chairs etc.		

Public Liability Insurance

Take out and maintain public liability insurance for a minimum of \$20 million for Council controlled areas and roads indemnifying Barcaldine Regional Council against any or all claims of damages resulting from the activity. A copy of your public liability insurance and indemnity statement MUST be provided with your application

Name of Insurer:	Policy Number:
Policy Limit:	Expiry Date:
Have you noted Barcaldine Regional Council as an interested party? ☐ Yes ☐ No	

Privacy Statement

Council is collecting your personal information in accordance with current legislation to process your application. The information will only be accessed by authorised council employees. Your personal details will not be disclosed to a third party outside the process of dealing with your application, except where required by legislation (including *Right to Information Act 2009*) or as required by Queensland State Government. This document will be stored according to the *Privacy Act 2009* in a secure document management system as authorised under the *s.26 of the Public Records Act 2002*, *The Information Privacy and Other Legislation Amendment Act 2023 (IPLA)* and updates for the disposal of common and administrative public records created by all public authorities.

General Requirements

- Footpath dining approval is not required when trading on your private land; approval required if on Council footpath
- Legislation requires outdoor eating places to be smoke-free
- Take measures to protect the safety of persons who may be involved, or affected by, the activity
- Allow for the operation of the activity to be inspected by an authorised person
- Footpath dining equipment must be removed when the business is not operating/open for business

- All footpath dining equipment must be kept in a good state of repair, of safe construction and visually aesthetic
- Footpath dining area to be always maintained in a clean condition
- **Provision of a clear unobstructed passageway of at least one (1) metre wide to allow access to shop**
- **Provision of a clear unobstructed passageway of at least one point five (1.5) metres wide for pedestrian traffic**
- If selling food, hold a current Food Business Licence
- A permit holder shall, at all times, hold harmless and keep indemnified Barcaldine Regional Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the permit holder or his / her agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the permit or in the observance, fulfilment, non-observance or non-fulfilment of any condition of the permit.
- A Frame Signs – limited to two (2) signs per business premises; must be located outside the premises either against the building or on the edge of the footpath, and if on a corner, must not block pedestrian traffic on either street frontage; shall have a maximum height of 1.5m, a maximum width of 1.0m and a maximum depth of 1.0m; permitted only during trading hours; and must not cause a safety hazard to pedestrians

PERMIT REQUIREMENTS INCLUDE

- A one point five (1.5) metre wide clearway for pedestrians to be maintained at all times.
- Receptacles for waste are provided and area thoroughly cleaned at the conclusion of each day.
- Suitable barriers provided to protect diners from parking vehicles, if relevant.

Declaration

In the renewal of this application I/We, the licensee, acknowledge that any permit issued pursuant to this application shall be subject to the following conditions:

- I/We agree to indemnify Barcaldine Regional Council from and against all actions, claims, demands, notices, losses, damages, costs and expenses which Council may incur or become liable in connection with any activity carried out or purporting to be carried out under the permit in any condition of the approval.
- I/We agree to keep in effect during the continuance of this permit, a Public Liability Insurance Policy of not less than twenty million dollars (\$20,000,000.00) which will remain in force for the whole of the period that the approval covers, said policy shall indemnify Barcaldine Regional Council in respect of such actions.

I/We agree to abide by the conditions of the approval set by Council.

Applicant Signature

Date

To retain validity of your footpath dining permit, please ensure you return your signed permit renewal application form, together with payment of the associated permit and renewal fees, by 31 October. Businesses that trade without a valid footpath dining permit are at risk of being fined and could have their outdoor dining furniture seized by Council.

Lodgement of your application

MAIL	Post to 'PO Box 191, Barcaldine QLD 4725' Email to council@barc.qld.gov.au		
IN PERSON	Visit any BRC Administration Office from 8.00am to 4.30pm Monday to Friday with cash, cheque or EFTPOS	Alpha Aramac Barcaldine	43 Dryden Street 35 Gordon Street 71 Ash Street
PAYMENT	☐ Cheques or money order to be made payable to "Barcaldine Regional Council" ☐ Credit Card – Contact Council to arrange to pay ☐ Cash or EFTPOS (in person only) ☐ Direct Deposit – <i>paying direct to Bank account "Barcaldine Regional Council General Account" BSB 124001 Account Number 100026378. Use the Licence Number & Surname as the Reference. Email a remittance advice to finance@barc.qld.gov.au</i>		

Application Fees for 2026 / 2027 Financial Year

RT- 268	Annual Licence Fee (Local Business)	\$ 35.00
RT- 269	Annual Licence Fee (Community Group)	\$ Nil

Office Use Only	Date received:	Amount Paid: \$
	Receipt No.:	Date Paid:
	CSO:	Licence No.: