

# FOOTPATH ACTIVITY / OUTDOOR DINING APPLICATION (PUBLIC LAND ONLY)

Under Sections 125, 126, 138 and 139A of the Roads Act 1993 (NSW) and Sections 46 and 68 of the Local Government Act 1993 (NSW).

## About this form

Use this form to make application to use Public Land for the following activities and any associated structures:

- **Outdoor Dining/Footway Restaurant:** the service of food and/or drinks to seated patrons in relation to a restaurant, cafe or licensed premises; where approval is required under the *Roads Act 1993* and/or the *Local Government Act 1993*. Food and drink needs to be prepared in Associated Premises located immediately adjacent to the public land to which this Application relates. The Associated Premises must have an existing valid Development Consent to operate as a food premises or be **confirmed** as an exempt development, and/or hold a Licence under the *Liquor Act 2007* (if applicable) prior to an approval for use of public land being granted.
- **Footpath Activity/Street Vending:** where approval is required under the *Roads Act 1993* and/or the *Local Government Act 1993*. Street vending activity must be located in front of, or in close proximity (in a space approved by Council) to Associated Premises which is lawful and approved. The Associated Premises must have an existing valid Development Consent or be confirmed as an Exempt Development.
- **A Non-refundable Application Fee** is payable when you lodge this Application (fees will be calculated in accordance with Council's current Schedule of Fees & Charges) [www.ryde.nsw.gov.au/fees](http://www.ryde.nsw.gov.au/fees)
- Ongoing Fees will be payable as set out in Council's Schedule of Fees & Charges.
- Proof of current Public Liability Insurance is required before any approval is issued

NB: This is an Application Form only – it does not represent an Approval to conduct the above activities.

## How to complete this Application Form

Please familiarise yourself with the following Council Policies:

- Outdoor Dining Policy (Amended version, effective 6 January 2010);
- Footpath Activity Controls – Council Policy (adopted 1 February 2011, effective 1 March 2011).

Policies are available for viewing and download at [www.ryde.nsw.gov.au/policies](http://www.ryde.nsw.gov.au/policies)

Part 1 and Part 4 is to be completed by All applicants. Parts 2 and/or Part 3 are also to be completed for the respective activity, ie Outdoor Dining or Footpath Activity (Street Vending).

## How to lodge this form

Complete the following application form and forward it to:

**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)

**Post** City of Ryde,  
Locked Bag 2069,  
North Ryde NSW 1670

**In person** Customer Service Centre,  
1 Pope Street, Ryde NSW  
(see City of Ryde website for operating hours)

**Allow 4 weeks from the date of application for an outcome on your application.**

## What Happens After Application Is Lodged

### Steps:

1. After Council receives your Application Form and Application Fee, the application will only be processed if fully completed and correct.  
(NB: Where information is missing or incomplete the Application form will be returned).
2. Following assessment of the Application, a Letter of Offer or Refusal will be sent to you.
3. An Applicant must sign the Letter of Offer and return it to Council together with
  - A. a security deposit equivalent to six months rental
  - B. the first month's rental fee AND
  - C. evidence of current Public Liability insurance.
4. You may NOT start to use the area until:
  - A. Council has confirmed receipt of the items listed under 3 (above) AND
  - B. You have displayed Council's Approval

Notice in a prominent position on the Associated Premises.

For further information regarding your Application please contact Council's Property Services Section on **9952 8136** or email [Pofficer@ryde.nsw.gov.au](mailto:Pofficer@ryde.nsw.gov.au)

## PART 1 : APPLICANT AND ACTIVITY TYPE DETAILS

Title                      Mr              Mrs              Ms              Miss              Other

Given Name

Family Name

Company / Organisation Name

*If applicable*

ABN If applicable

Position

Company/Organisation

Postal Address

Suburb

Postcode

Preferred contact

Mobile

Phone

Email

Mobile

Business Phone

Email

*NB: Attach details of the company structure including names of all directors and their respective share holding in the Company stated above.*

Please indicate below the activity type that you are seeking to conduct:

Part 2 – Outdoor Dining

New Application

Change of Ownership

Renewal

Part 3 – Footpath Activity/Street Vending

New Application

Change of Ownership

Renewal

Provide the full street address of the retail premises/business where one or both of the above activities will be carried out

*i.e. in front of, to the side or in close proximity.*

*NB: A separate application form is to be submitted where one or more location is being considered.*

## PART 2 : OUTDOOR DINING ACTIVITY DETAILS

Plan Requirements:

A professional drawn scaled site plan (scale 1:100 – A3) complying with the requirements of Section 2 and 3 of Council's Outdoor Dining Policy must be submitted with this application, detailing at a minimum the following:

*Note: Please complete the checklist below to ensure the requested details are included on the site plan.*

Location of the proposed outdoor dining area in relation to the Business Premises, Name of Business Premises, Entry location to the Business Premises, Names of any adjoining Business Premises, Roadway, Footpaths, kerb, nearest Cross Street or Intersection, other infrastructure in close proximity to the proposed outdoor dining area.

Relevant dimensions as mentioned under Section 2 and 3 of Council's Outdoor Dining Policy

A clear unobstructed pedestrian corridor of 2 metres minimum.

Location and distances between existing infrastructure/obstructions mentioned below.

Dimensions of the Perimeter and total area of proposed Outdoor Dining site.

Furniture layout of proposed Outdoor Dining site as per the requirements indicated under Section 3 of the Council's Outdoor Dining Policy.

PART 2 : OUTDOOR DINING ACTIVITY DETAILS (CONT.)

Outdoor Dining General Details:

Is there a current Development Application/Consent to operate a food/licensed premises at the address, as noted under Part 1, for which you are applying Outdoor Dining activity for.

Yes

Provide Development Approval No.

Date determined

No

Please contact Customer Service Ph 9952 8222 to determine if your business qualifies as “Exempt Development” or obtain further information on how to lodge a development application

Detail the proposed outdoor dining operating hours:

Day only

From

to

Day and evening

From

to

Detail number of patrons:

Inside:

Outside:

Detail number of staff:

Inside:

Outside:

Number of toilet facilities:

Indicate the number of toilet facilities provided within the Principle Business Location. As shown under Part 1.

Disabled/Unisex:

Water closet

Wash Hand Basin

Female:

Water closet

Wash Hand Basin

Male:

Water closet

Wash Hand Basin

Urinal

Outdoor Dining Site Details

- For the purposes of fee calculation a minimum usage area of 4 square metres is applied.
- Include photographs of the proposed site and any existing infrastructure/obstructions

Outdoor Dining Area/s:

If more than one area proposed list dimensions for each area separately

Length Metres

Width Metres

Total area Square Metres

Outdoor Dining Site Surface:

Bitumen

Concrete

Gravel

Pavers

Other

Existing Infrastructure/obstructions located adjacent to the proposed outdoor dining site

Please circle relevant item/s:

Bike Racks

Bollards

Bus Shelters

Bus Stops

Electricity Sub Stations

Fire Hydrants

Inspection Plates

Light/Power poles

Manholes

Plants/Trees

Public Seating

Public Utility Pits

Rubbish/Recycle Bins

Sewer Risers

Street Signs

Traffic Lights

Other

## PART 2 : OUTDOOR DINING ACTIVITY DETAILS (CONT.)

### Outdoor Dining Furniture Details:

Provide details of all furniture you propose to use within your outdoor dining area.

- Show a Tick against the furniture items that you intend to place within your proposed outdoor dining area.
- Write "N/A" against the furniture items that will not be used.
- Include photographs, measurements and/or manufacturers brochures of all proposed furniture to enable relevant assessment.

Furniture Item	Max. No. of Items	Dimensions in (mm) Length, Width, Height	Material/s	Shape/Colour/s
Tables				
Chairs				
Boundary Structures				
Temporary Umbrellas				
Signage				
Plants/Planter boxes				
A Frame Signs				
Awnings				
Menu Boards				
Heaters				
Permanent Umbrellas				
Lighting				
Other <i>Please indicate below</i>				

## PART 3 : FOOTPATH ACTIVITY (STREET VENDING) DETAILS

### Plan Requirements:

A professional drawn scaled site plan (scale 1:100 – A3) must be submitted with this application, detailing at a minimum the following:

Location of the proposed Footpath Activity (Street Vending) site in relation to the Business Premises, Name of Business Premises, Entry location to the Business Premises, Names of any adjoining Business Premises, Roadway, Footpaths, kerb, nearest Cross Street or Intersection, other infrastructure in close proximity to the proposed activity site.

Relevant dimensions of site and distances to kerb line, shop premises, existing infrastructure and obstructions.

Location and distances between existing infrastructure/obstructions mentioned below.

Dimensions of the Perimeter and total area of proposed Footpath Activity site.

Layout of all Footpath Activity structures.

## PART 3 : FOOTPATH ACTIVITY (STREET VENDING) DETAILS (CONT.)

### Footpath Activity General Details (Street Vending)

Is there a current Development Application/Consent to operate a retail/commercial/industrial premises at the address, as noted under Part 1, for which you are applying Footpath Activity for.

Yes Provide Development Approval No.

Date determined

No Please contact Customer Service Ph 9952 8222 to determine if your business qualifies as “Exempt Development” or obtain further information on how to lodge a development application.

Indicate the proposed Footpath Activity operating hours:

### Footpath Activity Site Details:

Length Metres

Width Metres

Total area Square Metres

Please tick the type of Display area you are seeking:

Include photographs of the proposed site and any existing infrastructure/obstructions.

Refer to Council's Fees and Charges register to identify the relevant fee payable.

Full Display = Three (3) square metres or over

Half Display = Less than Three (3) square metres

Single Table = Up to one and a half square metres

### Outdoor Activity Site Surface:

Bitumen Concrete Gravel Pavers Other

Existing Infrastructure/obstructions located adjacent to the proposed Footpath Activity site

Please circle relevant item/s:

Bike Racks Bollards Bus Shelters Bus Stops Electricity Sub Stations Fire Hydrants  
Inspection Plates Light/Power poles Manholes Plants/Trees Public Seating Public Utility Pits  
Rubbish/Recycle Bins Sewer Risers Street Signs Traffic Lights Other

### Footpath Activity Structure Details:

Provide details of all structures you propose to use within your footpath activity area.

- Show a Tick against the furniture items that you intend to place within your proposed outdoor dining area.
- Write “N/A” against the furniture items that will not be used.
- Include photographs, measurements and/or manufacturers brochures of all proposed furniture to enable relevant assessment.

Furniture Item	Max. No. of Items	Dimensions in (mm) Length, Width, Height	Material/s	Shape/Colour/s
Tables				
Racks/Shelves				
Booths				
Barrels				
Other Please indicate below				

## PART 4 : CHECKLIST AND APPLICANT DECLARATION

**Previous Approval for Outdoor Dining or Footpath Activity *Renewals only***

If you are applying to renew an existing Outdoor Dining or Footpath Activity approval please provide the following details:

Previous area occupied *square metres*:

Previous Date of Approval:

Date of Termination:

Reasons why previous the Approval ended:

### Checklist

Prior to signing the Applicants Declaration please ensure that you have completed the following Checklist and attached all the required supporting documentation. Indicate by a tick.

Completed Part 1 and 4 of Application Form in full and provided any requested attachments

Completed either Part 2 or Part 3 of Application Form in full

Included the requested A3 sized Plan/s at a scale of 1:100

Included Manufacturers brochures/manuals, etc

Attached Photos of proposed site and furniture/structures

Included Certificate of Currency (renewals only) or cover note for Public Liability Insurance  
\$20,000,000 indemnity.

*Failure to provide all the requested information and documentation will result in your application being rejected and returned for further attention.*

### Applicants declaration

I declare that all the information provided on this Application Form is accurate and complete.

I have attached all supporting documentation relevant to my application.

I will comply with all conditions imposed by the City of Ryde in relation to this Application.

I have read and will comply with all conditions for the use of public land for:

Outdoor Dining purposes in the Outdoor Dining Policy AND Footpath Activity/Street Vending in the Footpath Activity Controls – Council Policy.

I understand that this form is purely an application and use of the proposed area for Outdoor Dining and/or Footpath Activity area is not permitted unless Council has first granted an Approval.

Name

Signature

Date