

On-street Trading Application Form

Please complete this form in BLOCK LETTERS

Information required to be attached to this application:

1. A scaled site plan preferably on A4 size which indicates:
 - Location and dimensions of Outdoor Dining Zone
 - Location and layout of furniture
 - Location of safety barriers and all other structures and accessories
2. Copy of your public liability insurance policy that specifically notes the Burnside Council as a specified person for a sum not less than \$10 million. (This must be maintained during the term of the permit).
3. This form when completed and lodged must be accompanied by payment of the total fee. The application fee is \$45.00.

Cancellation: A failure to pay amount at lodgement or by the due date will result in the cancellation of any permit pursuant to this application. You may incur a penalty of \$210 should you continue to trade past the expiry date.

1. Please provide your business details (“The Permit Holder”):

Business Name:			
Contact Person:			
Postal Address:			
Suburb:		Post Code:	
Email Address:		Fax:	
Phone (Daytime):		Phone (Evenings):	

2. Description of goods to be displayed:

3. Applicant’s Signature:

Signed:		Date:	
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4. Office Use Only:

Officer Signature:		Approved:		Declined:	
Comments:					

On-street Trading Guidelines

Appropriate locations are those adjoining sites already approved for retail use and within the District, Neighbourhood of Local Centre or the Business (Glen Osmond Road), or Local Business zones. Approval will be granted subject to conditions as Council sees fit, including, but not limited to the following:

1. A clear space of 1.5 metres for pedestrian flow is to be maintained;
2. Public liability insurance (cover note in favour of the Council on the proponent's policy) for \$10 million is required and copy provided to the Council.
3. Flex-removal structures (tables/chairs/umbrellas, storage/display structures on wheels), are preferred, but where structures are proposed to be fixed and permanent or semi-permanent, development application and approval may be required;
4. All street furniture is to be approved by Council, prior to installation and use;
5. Bollards/Barriers and any structures are to be set back 0.6m from the adjoining kerb line and a reasonable supply of car parking is to be available in the near vicinity;
6. Street trees, seats, bins and paving are to be retained wherever possible except in specific circumstances where removal, relocation or replacement is, in the opinion of Council, justified and then this shall occur at the cost of the trader. Any such changes require explicit approval from City of Burnside as the owner of the asset;
7. The trader is responsible for cleaning the relevant area and ensuring no nuisance to the general public is created.

As part of the approval process for any Outdoor Dining Applications, City of Burnside will undertake a risk assessment of the site in accordance with its Road and Traffic Management policy and/or any subsequent or additional relevant policy. Where safety barriers including bollards or barriers are required to be installed for the protection of diners, pedestrians and/or motorists, a fee per bollard or safety barrier, as set by Council and reviewed annually through the Fees and Charges Schedule will be payable by the holder of the outdoor dining permit. The fees for safety barriers apply only to installations occurring after the adoption of changes to this policy introducing the fee at the meeting of 25 February 2014.

Where existing installations of safety barriers are upgraded, or installed as a result of change of risk profile at the site, end of usable life of the existing barriers, damaged barriers, or another reason, the annual rental fees associated with the safety barriers will apply.

For trading on the footpath area including outdoor dining, an initial and annual license fee will be payable, as set by Council annually and published in the Annual Schedule of Fees and Charges, based on net area (excluding through pedestrian path way). For display of items only with no trading and service on the footpath, no annual licence fee is payable but a permit is still required.

Applications can be lodged:

In person: 401 Greenhill Rd, Tusmore SA 5065
By mail: City of Burnside, PO Box 9, Glenside SA 5065
By email: burnside@burnside.sa.gov.au