

# Hamilton City Council

## Application for Outdoor Dining Permit

Company Name and/or Name			
Name of Business			
Premise Address			
Postal Address (if different)			
Contact Person		Phone	
Mobile		Email	

**Applications for an Outdoor Dining Permit must include a copy of your plan and specifications of the proposed outdoor dining area on an approximate scale of 1:50 showing:**

- The location and dimensions of the proposed outdoor dining area;
- The position of furniture including tables and chairs, planter boxes, screens, heaters, blinds/dividers, patio heaters, signage and umbrellas to be provided in the proposed outdoor dining area (please refer to the regulations, pertaining to street furniture contained in the Public Places Policy).
- The area either side of the boundaries (up to 10 metres) of the proposed area indicating the location of all footpaths, public facilities, public places, streets and street alignments.
- Photographs or brochures of the furniture to be set up in the proposed outdoor dining area.
- Specifications of any enclosures or screens/dividers including ground and supporting fixtures. This includes any semi continuous or continuous overhead, side and front enclosures (including those that are retractable) that are supported by any fixed supports, structural frames or columns in the public place, whether or not the enclosure is occupied by outdoor fixture.

1. Indicate the number of street furniture to be used in outdoor dining area

Tables (charge applies)		Chairs	
Planter boxes		Barriers	
Umbrellas or shade awnings		Heaters	
Pull down blinds and /or screens			

2. Indicate the proposed hours of use

3. Do you intend to serve alcohol in your outdoor dining area? (tick one)  Yes  No

If yes, please attach a copy of your current liquor license indicating the area it covers or a completed application for a liquor license or an extension to your liquor license.

**Note: this outdoor dining permit does not permit you to serve alcohol. A separate liquor license is required.**

4. Public Liability Insurance Information (minimum \$2,000,000 required)

Name of Insurer			
Policy No			
Expiry Date			
Amount of Public Liability Cover			

## CHECKLIST:

- Payment for permit (75% refundable if application declined)
- Copy of proposed outdoor dining plan (approximate scale 1:50)
- Photo(s) of proposed outdoor dining furniture
- Copy of insurance certificate specifying details of public liability insurance
- Copy of current liquor license for outdoor dining area (if applicable)

**Please be advised that as part of the processing of your application a warranted officer of the Hamilton City Council may need to conduct a site visit to measure the designated area for outdoor dining.**

The personal information that you provide on this form will be held and protected by Hamilton City Council in accordance with our Privacy Statement (available at <https://www.hamilton.govt.nz/privacy> and at our Libraries, Pools and the Municipal Building, Garden Place) and with the Privacy Act 1983. The Privacy Statement explains how we can use and share your personal information in relation to the interaction you have with the Council, and how you can access and correct that information. You should familiarise yourself with this statement before submitting this form.

<b>Customer Signature</b>		<b>Date</b>	
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<b>Fees Due</b>	\$85 admin fee + applicable fee per table		
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### OFFICE USE ONLY

<b>Receipt No.</b>		<b>Date</b>	
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<b>A/C Code</b>	02890.0110.0100		
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<b>Permit Valid From</b>		<b>To</b>	
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<b>Staff Signature</b>		<b>Date</b>	
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**Applications can be delivered to Customer Services, Ground Floor, Municipal Building, Garden Place; posted to City Safe Operations, Hamilton City Council, Private Bag 3010, Hamilton; or emailed to [permits@hcc.govt.nz](mailto:permits@hcc.govt.nz)**

## PAYMENT OPTIONS

**Note: For your application to be processed your payment must be received together with this form.**

### Pay in Person

You can make your payment at the Hamilton City Council Offices which is based in Garden Place (between Victoria Street and Anglesea Street) in Hamilton. Payment can be made by cash, cheque, eftpos or credit card (Visa and Mastercard only).

Please note for credit card payments an additional merchant fee of 1.2% will be added to the transaction amount.

### Pay by Post

Please send your cheque together with this application form to: Hamilton City Council, Private Bag 3010, Hamilton 3240.

### Pay by Direct Credit

You can make an online payment through your internet or phone banking by using the information below.

Account Information	Account details
Name of account	Hamilton City Council
Account number	02 – 0316 – 0030142 - 06
Particulars (to appear on HCC statement)	Debtors
Code (to appear on HCC statement)	02890.0110.0100
Reference (to appear on HCC statement)	Business Trading Name