

Hamilton City Council

Application for Outdoor Dining Permit – New

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.

1. Do you intend to serve alcohol in your outdoor dining area? Yes - Go to 1.1 No - Go to question 2
- 1.1 This outdoor dining permit does not permit you to serve alcohol. A separate alcohol license is required, this is issued under the Sale and Supply of Alcohol Act 2012
- 1.2 [Application for On-License](#)
- 1.3 [Sale and Supply of Alcohol Act 2012](#)
2. Proposed number of table and chairs to be used in outdoor dining area?

3. Location of proposed outdoor dining area? Include dimensions - Please provide photos if available.

4. Do you intend to have, planter boxes, screens, heaters, blinds/divers, patio heaters, umbrellas or supporting fixtures?
 Yes No **If yes please advise details:**

5. Proposed outdoor dining area (Provide Sketch)

6. Is this all-public space? Yes No

7. Indicate the proposed hours of use

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

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

CHECKLIST:

- 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.

Customer Signature		Date	
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OFFICE USE ONLY

Receipt No.		Date	
Permit Valid From		To	
Staff Signature		Date	