

Application – Outdoor Dining Within Road Reserve

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

The information on this form is being collected by Shellharbour City Council for the purpose of processing your application. Your personal information will be used by Council staff for the purpose of responding to your request and confirming your identity. This completed form will be stored on Council's electronic records management system. You may apply to Council to access and correct this information. Please see Council's [Privacy Management Plan](#) or contact Council on 4221 6111 for more information.

Under the Government Information (Public Access) Act 2009 Council may be required to publicly release any correspondence or information Council has on this matter. This means your personal information may not remain confidential and may appear on Council's website.

The completed application form and all required attachments must be lodged with Council at least 21 working days prior to the activity. Council reserves the right to refuse an application that is lodged without sufficient notice. Other approvals may be required.

Please refer to and demonstrate compliance with the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008* - [Subdivision 20B - Outdoor dining - general](#)

Please refer to section 6.8 – Outdoor Dining of the Shellharbour Development Control Plan and ensure you comply with the requirements.

Section 1: APPLICANT DETAILS			
Title:	Given Name:	Family Name:	
Company:			ABN:
Address:			
Suburb:			Post Code:
Email Address:			
Phone Number:			

Section 2: PROPOSED OUTDOOR DINING			
Company Name:			
Street Address:			
Suburb:			Post Code:
Postal Address:			
Suburb:			Post Code:
☐ Zone 1: Shellharbour City Centre	☐ Zone 2: Shellharbour Village	☐ Zone 3: Other	
Number of tables:	Size:	Number of Seats:	
Approval (Maximum of Seven Years):	Service of Alcohol:	☐ Yes	☐ No

Operating start time:	End Time:
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Section 4: DEVELOPMENT CONSENT	
Does the existing Development Consent (DA) approve the proposed outdoor dining activity?	
☐ Yes (if yes, provide the DA number below)	☐ No
Development Application Number:	

Section 5: TEMPORARY STRUCTURES – Do you propose to erect any temporary structures?	
☐ Yes (if yes, provide details below)	☐ No
Description of proposed temporary structures, including dimensions: (e.g. marquee, stage, arborees etc):	

Section 6: SIGNAGE – Do you propose to place any form of signage?	
☐ Yes (if yes, provide details below)	☐ No
Please provide samples, size and indicate on site map proposed position:	

Section 7: REQUIRED DOCUMENTATION
☐ Public Liability Insurance Cover (\$20 million cover to indemnify Council)
☐ Photos/diagrams of the proposed furniture/structures
☐ Photos of the proposed area
☐ Demonstration of compliance with the <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>
☐ Site plan indicating the proposed area and design layout Your site plan must include the following information: • Property boundary • Existing buildings and structures on the site • Position and size of tables, position and number of seats • Setbacks of tables from the road reserve, property boundary and adjoining premises door opening • 2m unencumbered path of travel for pedestrians • If applicable, position of umbrellas, planter boxes, barricades etc

Section 8: APPLICANT'S DECLARATION		
• I declare that all of the information I have supplied is to best of my knowledge, true and correct. • I understand that if the information I've provided is incomplete, my application may be delayed, rejected or more information may be requested. • I acknowledge that if the information I've provided is misleading, any approval granted may be voided. • I accept that other applications may be required in accordance with statutory requirements. • I understand that this application and approval is not guaranteed.		
Applicant Name:	Signature:	Date:

Section 9: OFFICE USE ONLY

Application Number:	Fee:	Paid by: ☐ EFT ☐ Cash ☐ Cheque
Date Paid:	Receipt No:	Initials:

Related links

[Fees & Charges](#)

[Public Mapping](#)

[Development Control Plan](#)

[State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)

Application lodgement

You can lodge your completed application, and attachments, in person at Council's Administration Building, Shellharbour Civic Centre, 76 Cygnet Avenue (Cnr Cygnet & College Avenue) Shellharbour City Centre or by emailing council@shellharbour.nsw.gov.au