

# Application for Alfresco Dining licence

## Trading in Public Places Bylaw 2023 – ALF-03

TYPE OF APPLICATION	
<input type="checkbox"/> New licence	<input type="checkbox"/> Renewal of licence

DETAILS OF APPLICANT	
Legal name of operator	
Street address	
Postal address	
Name of contact	
Preferred contact number	
Preferred email address	

DETAILS OF PREMISE	
Trading name	
Does the applicant own the premises	Yes No
If <b>No</b> please provide full name and address of owner (note: no owner approval is required)	
Name	
Address	
On which day(s) and during which hours do you propose to have alfresco dining:	
Days	Hours
Size of area to be occupied for alfresco dining	(m <sup>2</sup> )
Will this area be designated smoke/vape free <a href="#">Smoke/Vape Free Open Spaces Policy 2023</a>	Yes No
If you have an alcohol licence but will not be serving alcohol in the alfresco area, please describe how you will actively manage the space to ensure alcohol is not served or consumed in this area.	

EXISTING LICENCES HELD		
Do you have an existing or are you in the process of applying for a <b>food</b> licence?	Yes No	Licence number FAA-
Do you have an existing or are you in the process of applying for an <b>alcohol</b> licence?	Yes      N/A No	Licence number ON-
If you have selected <b>No</b> for either of the above questions your alfresco dining licence will be put on hold until the appropriate food and or alcohol licences have been issued. Please contact Environmental Health on 0800 732 732 or email at <a href="mailto:Health@southlanddc.govt.nz">Health@southlanddc.govt.nz</a> if you have any questions.		
Note: you can only serve alcohol in the area if it is covered by an alcohol licence. If you already hold an alcohol licence you may need to submit a variation application (with a new floor plan) to the Southland District Licensing Committee.		

## PAYMENT OF FEE

### APPLICATION FEE

**Administration / application fee and renewal fee** are available here <https://www.southlanddc.govt.nz/council/fees-and-charges/>

### PAYMENTS OPTIONS

**Bank transfer** to SDC's bank account 02 0924 0064987 00 using reference: ALF followed by your trading name (e.g. ALF Bob's Burgers)

**In person** at any SDC office or library. Head to our website for opening hours and locations or ring 0800 732 732.

## APPLICANT STATEMENT

I declare:

1. I am authorised to make this application as the person with legal authority for the specified business
2. The information supplied in this application is truthful and accurate to the best of my knowledge

Name:		Job title:	
Signature:		Date:	

## APPLICATION CHECKLIST

Final check before sending your application to Southland District Council:

- Filled this form in completely and legibly
- Fee has been paid

**Plan showing the area of alfresco dining occupation** (drawn to scale with measurements in metres squared (m<sup>2</sup>):

- Property boundary including entrances, fire exits and evacuation plan
- Proximity to adjacent premises
- Vicinity of bus stops, crossings, Council owned trees or furniture, service lanes, etc
- Alfresco dining and associated street furniture being confined to the area directly outside the premises and within the licensed areas
- Location of dining furniture, heating devices and any other furniture or plants (with a minimum unobstructed clearance of 1.5 meters around the alfresco dining area for pedestrian use at all times)

**APPLICATION CHECKLIST**

**Supporting information**

- Letter of support obtained from the adjoining business owners or lessees
- Date stamped floorplan, if you hold a current alcohol licence
- Evidence of public liability insurance cover for a minimum of \$1,000,000
- Photo or image of area to occupy

**APPLICATION CAN BE RECEIVED**

By email	<a href="mailto:sdcc@southlanddc.govt.nz">sdcc@southlanddc.govt.nz</a>
At an area office	<a href="https://www.southlanddc.govt.nz/community-and-facilities/offices/">https://www.southlanddc.govt.nz/community-and-facilities/offices/</a>