

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	<input type="checkbox"/> Yes <input type="checkbox"/> No
If No 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 ²)
Will this area be designated smoke/vape free Smoke/Vape Free Open Spaces Policy 2023	<input type="checkbox"/> Yes <input type="checkbox"/> 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 food licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence number FAA-
Do you have an existing or are you in the process of applying for an alcohol licence?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Licence number ON-
If you have selected No 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 Health@southlanddc.govt.nz 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 licenced premises definition 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

Map showing the area of alfresco dining occupation (drawn to scale with measurements in metres squared (m²):

- 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	sdcc@southlanddc.govt.nz
At an area office	https://www.southlanddc.govt.nz/community-and-facilities/offices/