

# Applying for an Alfresco Dining Licence

## General Information

### When is a licence needed?

When you would like your customers to be able to dine in a public space, namely footpaths, in open air or under a tent, marquee or other temporary shelter.

### Why do I need to have public liability insurance?

So that the business is covered in the event of a liability claim from an incident in the licensed area, as Council does not indemnify private business operations.

### Does this affect my alcohol licence?

When alcohol licences are issued there is a licensed premises definition plan that is date stamped and referred to in the licence. This shows the area that is covered by the alcohol licence.

If you hold an alcohol licence (an On Licence) you will also need to update the area to which the alcohol licence relates. Once the alfresco licence has been granted, you can then submit a variation application, including a new licensed premises definition plan, to the Southland District Licensing Committee. For more information about this process please contact Council's licensing inspectors.

Consumption of alcohol must not commence outdoors unless the area is covered by the alcohol licence and the alfresco dining licence is granted.

### How long are licenses issued for?

Three years, after which they must be renewed. A change of ownership does not affect the licence period, it will still expire on the date in the original licence.

### What are general criteria for a licence?

Some key criteria are:

- a minimum unobstructed clearance of 1.5m of footpath being available for pedestrians at all times
- umbrellas are confined to the area and do not encroach onto the pedestrian way, and are at a height that is safe for pedestrians
- alfresco dining and associated street furniture are confined to the area of footpath directly outside the premises

### Fees:

Administration/application fee	\$322.00
Renewal fee	\$130.00
Late payment fee	\$55.00
(If applicable) Occupation fee calculated on the area used per square metre per year. <i>This is an annual fee applied to the applicable area as at 30 June each year.</i> <i>For new applications subsequent to this date, the square metre charge will be applied on a pro-rata basis to 30 June.</i>	\$20.00

# Alfresco Dining Licence Application form: New Licence, variation of licence, change of ownership

SOUTHLAND  
DISTRICT COUNCIL



## Alfresco Dining Policy – Clause 3.3

<b>THIS IS AN APPLICATION FOR (TICK ONE):</b>			
<input type="checkbox"/> New licence	<input type="checkbox"/> Variation of existing licence		
<input type="checkbox"/> Change of ownership of existing licence			
<b>DETAILS OF APPLICANT</b>			
Full name or names to be on licence (ie Full legal name or company name)			
<b>Applicant status</b> (tick appropriate box)			
<input type="checkbox"/> Natural person (Must be at least 20 years)	<input type="checkbox"/> Licensing trust or community trust		
<input type="checkbox"/> Any body corporate ie incorporated clubs	<input type="checkbox"/> Limited partnership		
<input type="checkbox"/> Partnership of any of the above entities			
<input type="checkbox"/> Other			
<b>Contact details for applicant</b>			
Contact name			
Phone number		Mobile number	
Fax number		Email address	
Postal address for service			
Email address for a copy of the licence to be sent to			
OFFICE USE ONLY			
Area Office Stamp	Knowledge	LIC	
		Container: L	
		Payment: Cash/Chq/EFT/Credit/DD	
		\$322.00	\$130.00

DETAILS OF PREMISES				
Address of premises				
Trading name for premises (if any)				
Does the applicant own the premises?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>NO</b> please provide full name and address of owner				
PLEASE NOTE: THE OWNER OF THE PREMISES IS NOT REQUIRED TO PROVIDE THEIR APPROVAL				
Is the licence conditional upon completion of building work or construction of a marquee larger than 100m <sup>2</sup>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If <b>YES</b> , state details of Building Consent				
Is an alcohol licence held for premises concerned?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If <b>YES</b>
<input type="checkbox"/> On Licence	<input type="checkbox"/> Off Licence	<input type="checkbox"/> Club Licence	<input type="checkbox"/> Licence Number	072/
Is a food approval held for premises concerned?		<input type="checkbox"/> Yes	<input type="checkbox"/> No	If <b>YES</b>
		<input type="checkbox"/> Licence Number	FAA-	
On which days and during which hours do you propose to have alfresco dining?				
What is the area (m <sup>2</sup> ) of the alfresco dining space you wish to use?				
<b>Checklist:</b>				
<input type="checkbox"/> Plan showing: <ol style="list-style-type: none"> <li>a) Council owned street plantings/trees/ furniture.</li> <li>b) Property boundary showing entrance to your shop.</li> <li>c) The boundary of the area in which you would like to have alfresco dining, and within that boundary the location of tables, chairs, umbrellas, outdoor heating devices and any other furniture to be used in this activity.</li> <li>d) Include measurements in metres of the boundary, and width of clear footpath space around the proposed alfresco dining area (minimum 1.5m clear pedestrian access).</li> </ol>				
<input type="checkbox"/> Proof of public liability for a minimum of \$1,000,000.				
<input type="checkbox"/> Any applicable alcohol licensed area definition plan.				
<input type="checkbox"/> Evidence of no objection to the issue of the licence, from each businesses on either side of your business, on the same side of the street; for example a letter or email. <i>Does not apply to change of ownership.</i>				