

Expression of Interest

Temporary Outdoor Dining

Council is seeking expressions of interest from Registered Food Businesses interested in taking advantage of the opportunity presented by the state government to create or expand existing outdoor areas on a temporary basis to assist in their recovery from the COVID-19 related restrictions on movement and trading.

It is not intended that this be a permanent expansion of outdoor dining. The expiry date at this time is 28th of February 2022.

1. Business Owner Details

Full Name:

Contact Number:

Email:

Australian Business Number (ABN/Can if applicable):

Business Trading Name:

Business Trading Address:

2. Primary Contact (if different from the above)

Name:

Contact Number:

Email:

3. Type of Business

(i.e. cafe, bar, restaurant, club, takeaway shop)

4. Existing Outdoor Dining

Do you have existing outdoor dining facilities? Yes No

Description:

(i.e. small boundary dining facility on footpath, covered outdoor dining area within property boundary)

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Do you have an existing liquor licence? Yes No

Please note that all liquor licence applications or changes are to be directed to the Victorian Commission for Gambling and Liquor Regulation (VCGLR) www.vcglr.vic.gov.au or via phone on 1300 182 457.

Requirements when applying and the timeframe:

To apply for an outdoor area temp licence with the VCGLR, you will need to provide the following documents from the council with your application.

1. Written permission from your local council allowing you to use the area (this may be a permit, licence or letter issued by the local council).
2. A plan that clearly describes the boundary of the outdoor area endorsed by your local council (this can be part of the written permission under item 1).
3. Specified trading hours for the outdoor area, from your local council (this may be part of the written permission under item 1).

In providing these documents, the VCGLR will endeavour to process your application within three business days. If your application is missing any of these documents, this will cause delay and you will be contacted and asked to submit the missing documents.

5. Proposal for New Temporary Outdoor Dining

Proposed time frame (dates): From: To:

Commencing date: Concluding date: **28th of February 2022**

Does the proposal below involve the consumption of liquor: Yes No

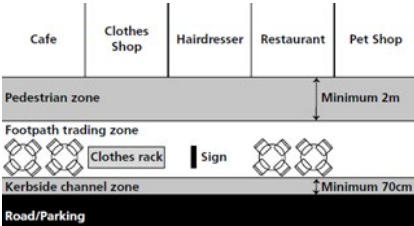
Does the proposal involve a facility in an area other than outside your own shopfront: Yes No

Please attach each item listed below:

- Certificate of currency for public liability insurance
- Signed consent from affected business/land owners (applicable if proposed facility is with an area other than outside your own shopfront. Please note that Council may identify additional parties who must provide consent, depending on the proposal)
- Liquor licence (if applicable)
- A scaled drawing of the site plan is required. Please visit <https://latrobe.pozi.com> where you will be able to search for your business address, turn on the latest imagery and print an aerial image of your property for the site plan.

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	<p>Expanding footpath trading to adjoining properties footpath</p> <p>Required information:</p> <ol style="list-style-type: none"> 1. Address of adjoining property 2. Have you attached the required insurance information? Yes No 3. Who are the adjoining property owner(s) who would be impacted? 4. Have you attached a letter of 'no issue' from the neighbouring properties? Yes No 5. Have you read and agreed to the footpath trading guidelines? Yes No www.latrobe.vic.gov.au/FootpathTrading 6. Please select from the following <ul style="list-style-type: none"> A frame sign Outdoor dining (small) up to 4 tables and 12 chairs Outdoor dining (large) more than 4 tables and 12 chairs 7. Attach a detailed footpath trading plan, including measurements, location of any related items i.e. curb location, furniture, bins, planters, signage etc. As a reminder, a minimum of 1.5m is required to be maintained for pedestrians and you may require a 2m wide passing bay.  <p>The diagram illustrates the layout of a footpath trading zone. At the top, a row of business types is shown: Cafe, Clothes Shop, Hairdresser, Restaurant, and Pet Shop. Below this, a grey shaded area represents the 'Pedestrian zone'. A double-headed arrow indicates a 'Minimum 2m' clearance between the pedestrian zone and the trading zone. The 'Footpath trading zone' is shown below, containing icons for a 'Clothes rack' and a 'Sign'. Below the trading zone is a 'Kerbside channel zone', also with a 'Minimum 70cm' clearance. The bottom-most area is labeled 'Road/Parking'.</p>
	<p>Laneway</p> <p>Required information:</p> <ol style="list-style-type: none"> 1. Location description, including address of adjoining properties: 2. Attach a detailed site plan, including measurements, location of any related items i.e. curb location, furniture, bins, planters, signage, etc. 3. Days and hours of operation: 4. Detailed description of signage: 5. Have you attached a letter of 'no issue' from the businesses/residents who require access via the laneway? Yes No 6. Attach a risk/emergency management plan

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	<p>Parklets - when the pedestrian spaces expands to the adjacent parking spaces</p> <p>Required information for the above proposal:</p> <ol style="list-style-type: none">1. Location description:2. Number of car parks to be utilised:3. Number of: Chairs Tables Planters Wind Breaks Outdoor Heaters Umbrellass4. Attach detailed site plan, including measurements, location of any related items i.e. curb location, furniture, bins, planters, signage, etc.
	<p>Operations from recreational spaces or facilities</p> <p>Required information for the above proposal:</p> <ol style="list-style-type: none">1. Address or location of the proposed dining area:2. Dates you wish to use the venue:3. Facilities to be utilised onsite (i.e. kitchen, toilets, alfresco areas, lawn areas, car parks)4. Number of car parks available:5. Proposed number of Tables:6. Proposed number of Chairs:7. Description of any other items proposed (i.e. umbrellas, outdoor heaters, wind breaks)8. Attach detailed site plan, including measurements, location of any related items i.e. curb location, furniture, bins, planters, signage, etc.9. Attach a risk/emergency management plan

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6. Declaration

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.

I will ensure that adequate bins will be located in key areas and I will be responsible for ensuring the site is left clean and litter free.

I understand that if approval is granted by Council, this will be a temporary decision and Council reserve the right removal permission if unfavourable outcomes occur within the community or it is determined the operation is not compliant with any health, planning or local laws requirements.

Business owner name: Signature:

Date:

Primary contact name: Signature:

Date:

7. Submit

To lodge the expressions of interest for establishing a temporary outdoor dining proposal via Council's Business Development Team.

Contact: 1300 367 700
busdev@latrobe.vic.gov.au