



Application for Permit to place Chairs and Tables on a Footpath

To: Waipa District Council, Private Bag 2402, Te Awamutu 3840
Phone: 0800 924 723 | Fax: 07 872 0033 | Web: www.waipadc.govt.nz | Email: info@waipadc.govt.nz

APPLICANT

Full Name _____
Mail address _____

Town/City _____ Post Code _____
Phone (daytime) _____
Mobile _____
Email _____

OWNER OF BUSINESS (if different from applicant)

Full Name _____
Mail address _____

Town/City _____ Post Code _____
Phone (daytime) _____
Mobile _____
Email _____

BUSINESS INFORMATION

Name of Business: _____
Street No: _____ Street Name: _____
City/Town: _____ Post code: _____
Change of occupier: Yes No
Do you have an on licence? : Yes, On licence number: _____ No
Estimated area that will be occupied by chairs and tables on the footpath: _____ m²
If the area to be used of chairs and tables is to be subject to an alcohol licence you must include the scale plan of your licenced area showing the dimensions of outdoor area..
Invoice to: Business Owner: _____ Business Name: _____
I have read and agree to the terms and conditions.
Print Name _____ Signature _____ Date _____

Office use only

Permit Number: _____ Property ID: _____
Application approved by: _____ Date: _____
Footpath clearance area: _____ meters Area used: _____ Square meters
Amount due: _____ Fixed charge: _____ Square meter charge: _____

PROCEDURE TO OBTAIN A PERMIT TO PLACE CHAIRS AND TABLES ON A FOOTPATH,
THE STANDARD CONDITIONS OF A PERMIT AND THE FEE PAYABLE

Application procedure

- 1 The applicant must make a fair estimate of the size of the area the applicant wishes to use for chairs and tables on the footpath outside the business.
- 2 The applicant must contact the Enforcement Officer of the Council whereupon the regulatory Engineer will pay a visit to the premises to verify and to confirm the area and location the applicant wishes to occupy with chairs and tables.
- 3 The applicant must complete the application form and send it with the applicable fee to the Council whereupon a permit will be issued

Standard Conditions of Permit (Abstract from the Public Places Bylaw 2007)

The owner of a business that serves food and drink may place chairs and tables (and other approved items or structures) outside the premises of the business on a footpath or other public place subject to the following conditions:

- 1 The chairs and tables must be directly outside the shop front of the business in an area approved by Council.
- 2 The quality of the chairs and tables must be of a high standard as approved by Council.
- 3 The owner of the business shall make sure that the chairs and tables are kept clean and tidy and that they do not stray outside the area approved by Council.
- 4 The owner of the business must carry a public liability insurance of at least one million dollars (\$1m).
- 5 If the business has a liquor licence, then all the conditions of that licence will remain but it will not necessarily be applicable to the area where the chairs and tables have been placed.
- 6 The Council will define the width of the footpath that must be kept clear while chairs and tables have been placed on the footpath.
- 7 The footpath must be kept tidy. Loose litter must be picked up and food and drink and other spills must be cleaned as soon as practically possible.
- 8 The permit will expire annually on the 12 month anniversary of issue, and will only be renewed when the renewal application and fee, as determined by Council, has been paid.
- 9 The chairs and tables may only be on the footpath during the hours of business.
- 10 Council may revoke the permit if the owner does not comply with any of the conditions of the permit.

Fee Payable

Fixed Fee	\$234.00
Fee per square metre	\$22.00