

Outdoor Eating Application Checklist

Part A – Plans to be submitted with your application:

- a site plan to a scale of 1:200 indicating the following:
 - the use of abutting tenancies and properties, the location of pedestrian and service access areas, and the location of any windows
 - the alignment of footpaths and carriageways and the existence of any on-street parking
 - the location of any street furniture or other structures (e.g. phone booths, power poles, street trees)
- a floor plan to a scale of 1:50 indicating the following:
 - the location of indoor seating areas
 - the location of food preparation areas
 - the location of counters
 - the dimensions and locations of all entrances to the eating house
- further plan/s to a scale of 1:50 indicating the following:
 - the dimensions of the proposed eating area and the means of separation to the rest of the street or public place
 - the dimensions and the level or slope of the adjacent footpath and the proposed outdoor eating area
 - the location and nature of any parking or service bays, street furniture, utilities or drainage that are in the vicinity of the eating house and the alignment of the adjacent carriageway
 - the position and dimension of all proposed tables, chairs and associated furniture and fixtures.
 - the position of any landscaping, bollards or other objects proposed to be used or displayed in the area

Part B – Details to be submitted with your application:

- a completed and signed **Outdoor Eating Permit Application Form** and the application fee¹ (see our *Health and Environmental Services Schedule of Fees*).
- a completed Application for development approval form and application fee (if there is not already a current development approval)¹.
- a copy of public liability insurance (minimum of \$10 million) showing the inclusion of the outdoor eating area. The policy is to include the term 'To hold harmless the City of Joondalup'; this protects the City from all claims relating to the outdoor eating area.
- a management plan outlining the operations of the outdoor eating area. Please detail:
 - the delivery of food and dining accessories
 - the proposed date and time of operation, and any advertising that will be undertaken
 - the arrangements for serving any alcohol
 - the storage location of tables and chairs when not in use
 - the daily cleaning arrangements, including the disposal of foodstuff and rubbish
- an indication of the following:
 - the number of chairs within the existing premises
 - the types of chairs and tables that will be used, with particular reference to their nature and weight. What measures will be taken to ensure tables and chairs will not be wind affected? Detail the method by which any tables may be fixed to the ground
 - the number of toilets, hand-basins and urinals available to patrons

¹For information on current application fees for outdoor eating, visit the City's website joondalup.wa.gov.au or contact Environmental Health Services on **9400 4933** during office hours.