

Outdoor Trading/ Dining Application

Section 125-127 of the Roads Act

Use this form to apply for consent to use a portion of the road reserve (located between the business premises and the back of the kerb and guttering) as an outdoor trading area as per City of Newcastle's (CN) [Outdoor Trading Policy](#).

Please complete and submit this form along with the required documentation detailed in this application.

Part 1: Applicant and Site Details

1. Applicant Details

Name or Company	
ABN (Required if company)	
Email	
Phone	
Postal Address	
Contact Person (if company)	

Will your correspondence be 'care of' another company? Yes No

Name or Company	
ABN (Required if company)	
Email	
Phone	
Postal Address	

2. Location and title description of the property

Unit No		House No	
Street Name			
Suburb		Post Code	
Lot(s)		Section	
Deposited Plan		Strata Plan	

3. Who owns the business?

Business Owner 1	
Address	
Phone	
Email	
Business Owner 2	
Address	
Phone	
Email	

Part 2: Details of area and proposed purpose

4. Does your premises have previously installed outdoor trading markers?

Yes, I am a new owner of the business and not changing the existing outdoor trading area

Yes, I am wishing to increase or decrease the existing marked outdoor trading area.

Existing owner

New owner

No, this is a new application for outdoor trading

5. Details of the proposed outdoor trading area

Length of outdoor trading area (m)		Width of outdoor trading area (m)		Area (m ²)	
Purpose/ articles placed in outdoor trading area				Number of tables	
				Number of seats	
Proposed days and hours of operation of outdoor trading area	Day	Hours			
	<input type="checkbox"/> Monday				
	<input type="checkbox"/> Tuesday				
	<input type="checkbox"/> Wednesday				
	<input type="checkbox"/> Thursday				
	<input type="checkbox"/> Friday				
	<input type="checkbox"/> Saturday				
	<input type="checkbox"/> Sunday				

6. Business details

Trading name			
Days of operation of business			
Hours of operation of business			
Licenced Venue	<input type="checkbox"/> Yes (a plan of management in relation to outdoor trading will be required)		<input type="checkbox"/> No
Consent associated with the business i.e. DA or CDC number			
Hours approved in consent			

Part 3: Attachments to be included when submitting application

Certificate of Currency for Public Liability Insurance for the business
The Certificate must include:

- Insurance coverage to the amount of \$20 million; and
- Newcastle City Council as an interested party

Site Plan
The site plan is to be drawn to scale with dimensions and area, and include the location of proposed articles, goods and furniture, whether for sale or not and existing obstructions e.g. bike racks, stop valves, manholes, trees, rubbish receptacles, traffic lights and street signs (parking restrictions, bus stops etc.)

An indicative site plan is shown at the end of this application – see [Outdoor Trading Policy](#) for more information

Images of the proposed type of furniture to be used

Images of existing marked area including evidence of markers (if applicable)

Licenced venues only – Plan of Management in relation to outdoor trading
Guidance on what to provide in the plan is available in this [fact sheet](#).

Part 4: Business Owner/s consent and applicant’s declaration

8. Probity

Are parties with pecuniary or non-pecuniary interest:

a) A staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,

b) A State or Federal Member of Parliament?

Yes, state the relationship.....

No

9. Business Owner/s Declaration

As the Business Owner/s:

- I/we consent to the application and to any authorised officers of City of Newcastle entering onto the land to carry out inspections, take measurements or photographs as required in the assessment of the application.
- I apply for consent to operate outdoor trading in a portion of the public street/ road as detailed in this application.
- I declare that all the information given is true and correct.
- I declare that the electronic data has been named correctly and there are no security settings applied.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public.

Business Owner/s Signature

Name of person signing	
Authority	
Signature	
Date	
Name of person signing	
Authority	
Signature	
Date	

How to lodge this application

Lodgement Methods

Email

Enter the address of the property and the type of application (e.g., 1 Sample Street Newcastle – Application for Outdoor Trading) in the subject line of the email. Emails are to be sent to business-support@ncc.nsw.gov.au.

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At our Customer Contact Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

Fees are charged as per CN's [Fees and Charges](#) document. Fees may apply for the installation of outdoor trading markers and public notification.

If the circumstances of the application warrant the placement of markers and/or public notification, you will be advised.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency. Your application will be advertised to the public for comment if the outdoor trading area is located within a residential zone as per CN's [Outdoor Trading Policy](#).

The application and all plans and supporting documentation will be kept in a register by CN that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection: To enable CN as the consent authority to assess your proposal

Intended recipients: CN staff and other government agencies that may be required to assess the proposal

Supply: The information is a statutory requirement related to the assessment of the application.

Consequence of non-provision: Your application may not be accepted or processed due to a lack of information.

Storage and Security: City of Newcastle, 12 Stewart Avenue Newcastle 2302 will store details of the application. Individuals can access the details of the application under the *Government Information (Public Access) Act 2009*.

Access: Your information can be checked for accuracy by calling (02)4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302

Typical site plans and details to be included in the plan – see [Outdoor Trading Policy](#) for more information. These are examples only, please provide a site plan specific to your premises.

