Company Name/Trading Name: ………………………………………………………….

Business Address: ………………………………………………………….

 ………………………………………………………….

Business Type: ………………………………………………………….

Postal Address: (if different from above) ………………………………………………………….

Existing Permit Number: (if applicable) ………………………………………………………….

Operating Hours: ………………………………………………………….

Alcohol Licence Obtained: Yes **□** No **□** Not Applicable **□**

**Contact Details**

Applicant Name: ………………………………………………………….

Position: ………………………………………………………….

Phone: ………………………………………………………….

Email: ………………………………………………………….

I enclose the following:

|  |  |  |
| --- | --- | --- |
|  |  | Proposed Scale Plan of the seating area (Length and Width of Footpath Required) |
|  |  |  |
|  |  | Evidence of Public Liability Insurance Policy minimum of $1,000,000 |
|  |  |  |
|  |  | Photo of furniture  |

In making this application I acknowledge and agree to undertake my responsibility and obligations under the Health and Safety at Work Act 2015.

I understand I may require approvals from other Council departments such as Environmental Health.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fees: $200.00 (including GST) per year for up to 15m2 (pro rata fees – 1 July to 30 June)

 $15.00 (including GST) per additional square metre

**Need help?** Should you require further information please contact our Road Corridor Team, on telephone 03 211 1777 during office hours or email ***corridormanager@icc.govt.nz***

**This application relates to the Invercargill City Council – Footpath Management Policy 2022.**

***Please Note:***The following conditions must be followed:

* All outdoor dining areas must maintain a minimum clear pedestrian footpath access width of 2 metres.
* Clear accessibility to the surrounding streets, footpaths, lanes and shared paths must be maintained.
* The accessibility and visibility of business entrances, public benches, cycle stands, and rubbish bins must be maintained.
* Appropriate distance from artworks, lamp posts, signs and street trees must also be considered.
* The applicant must protect the pavement from any damage including marking of the pavement.
* All seating or street furniture must be of appropriate quality with durable finishes, suitable for outdoor public use, and be maintained to a high standard.
* A simple range of materials and a consistent colour pallet must be used.
* All seating or street furniture (including screens) must be stable in windy conditions and not present a health and safety risk.
* All logos must be integrated within the street furniture. No separate signage or advertising, such as signage boards are permitted under this permit.
* Any freestanding umbrellas must be a single support only. The clearance between the footpath and the underside of the umbrella must not be less than 2 metres.
* All furniture must be removed outside of business operating hours.

**FAILURE TO COMPLY WITH ALL THE CONDITIONS WILL RENDER THE PERMIT INVALID**