



OUTDOOR DINING LICENCE APPLICATION



This form provides contact information and details of your application. If your form does not provide the required information it will be returned to you to complete. Until a completed form is received, your application may not be accepted for processing.

APPLICANT Must be a person or legal entity (limited liability company or trust). Full names of all trustees required.

Date:	Applicant's full name:
Company or Trust Details:	
Phone:	Email:
Address:	

CORRESPONDENCE DETAILS If different than above applicant details – E.g. consultant or agent

Name:	Company:
Phone:	Email:
Address:	

INVOICE DETAILS Invoices will be made out to the applicant but can be sent to another party if paying on the applicant's behalf.

This application may be subject to initial processing fees. For further information please see the **Outdoor Dining on Public Space Policy 2024**. This also sets guidelines for rent invoices in regards to License fees.

If applicable, who should receive invoices in relation to application fees ?

TYPE OF CONCESSION

Type:
Resource Consent number: (If applicable)
Details:

DETAILS

Street Address

Name of Council Reserve

Location layout details within Council Land/Reserve or Facility

NOTE: If using Council Land or Reserve a detailed plan is to be prepared (with an aerial image overlay) and provided as an attachment to this application

Furniture details:

and other items proposed for the restaurant e.g. heaters, umbrellas

Measurements of furniture:

Including the width span and clearance height of umbrellas

Operating Hours:

Outline consultations/ negotiations with surrounding neighbours and landowners

Please include any supporting documents as attachments

INFORMATION REQUIRED TO BE SUBMITTED

Application form

Site plan of existing conditions: a plan at scale 1:50, accurately showing the existing conditions adjacent to the restaurant including:

- The width of the building frontage and the footpath from the outside face of the kerb to the building line;
- The location of building lines; and
- an accurate location and type of abutting properties, existing trees, litter bins, light poles, signs, existing street furniture, pits, fire hydrants, parking meters, utility supply boxes, telephone boxes, bicycle trails, car parking and other features.

Accurate and scaled site plan of proposed table and chair layout: A plan at maximum scale of 1:50 accurately showing the area of the proposed Outdoor Dining Area and layout of all tables, chairs, umbrellas, etc. All dimensions associated with the Outdoor Dining Area should be shown including the required clearances

Imagery of Furniture

Relevant Consents i.e. Liquor, Resource Consent, Any other documents to support this application

Any other relevant documents to support this application.

Please note your application will not be accepted until all of the required information has been supplied to Queenstown Lakes District Council.

All applications are to be lodged to property@qldc.govt.nz

Email titled: **OUTDOOR DINING APPLICATION**

PRIVACY INFORMATION

The information you have provided on this form is required so that your application can be processed. The information and application documents will be stored on a public register and may be made available to the public on request or on the Council's websites.

I confirm payment by:

Bank transfer to account **02 09480002000 000** reference **OUTDOOR DINING** (if paying from overseas swiftcode - BKNZLNZ22)

Invoice for initial fee requested and payment to follow

Manual payment at reception (can only be accepted once application has been lodged and acknowledgment email received with your unique **OUTDOOR DINING** reference number)

Reference:	
Application Fee Required:	\$450 (inc GST - New); \$250 (incl GST - Amendment)
Date of Payment	

Fees as per **Outdoor Dining on Public Space Policy 2024**

LIABILITY FOR PAYMENT – By signing and lodging this application form you are acknowledging that the selected party in the invoicing section is responsible for payment of invoice/s and in addition will be liable to pay all costs and expenses of debt recovery and/or legal costs incurred by QLDC related to the enforcement of any debt.

APPLICATION & DECLARATION

The Council relies on the information contained in this application being complete and accurate. The Applicant must take all reasonable steps to ensure that it is complete and accurate and accepts responsibility for information in this application being so.

If lodging this application as the Applicant:

I/we hereby represent and warrant that I am/we are aware of all of my/our obligations arising under this application including, in particular but without limitation, my/our obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to in the QLDC Community Facility Funding Policy, January 2019.

OR:

If lodging this application as agent of the Applicant:

I/we hereby represent and warrant that I am/we are authorised to act as agent of the Applicant in respect of the completion and lodging of this application and that the Applicant is aware of all of his/ her/its obligations arising under this application including, in particular but without limitation, his/her/ its obligation to pay all fees and administrative charges (including debt recovery and legal expenses) payable under this application as referred to in the QLDC Community Facility Funding Policy, January 2019.

Signed (by or as authorised agent of the Applicant) **

Full name of person lodging this form

Firm/Company

Dated

**If this form is being completed online you may not be able, or required, to sign this form and the online lodgement will be treated as confirmation of your acknowledgment and acceptance of the above responsibilities and liabilities and that you have made the above representations, warranties and certification.