

**Burwood** <sup>Inc.1874</sup>

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

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**INTERIM COVID-19 ALFRESCO DINING AND LIVE  
PERFORMANCE ACTIVATION POLICY 2021-2022**

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## 1. Purpose

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This policy provides a framework for the implementation of new or expanded outdoor dining and live entertainment in the Burwood Local Government Area and seeks to enhance the provisions currently set out in Council's existing Footpath Activation Policy to improve and increase the use of outdoor space following the extended COVID-19 lockdown period.

These changes will allow for some venues to increase the space they use on footpaths, apply for new expedited licences, take over parking spaces for outdoor dining, extend trading hours and host live entertainment in outdoor dining areas.

## 2. Scope

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This policy applies to the period 15 November 2021 – 31 January 2022, unless otherwise extended and may be updated at any time.

## 3. Objective

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1. Support the economic recovery of Burwood.
2. Promote an activated and vibrant street culture.
3. Encourage and manage safe high quality outdoor dining and live entertainment that takes into account the needs of the public as well as businesses.
4. Enhance the provisions set out in existing Council policies and support the State and Federal Government's commitment to encourage the use of outdoor areas for outdoor dining and live performance post-lockdown including on-street parking, Council car parks, parks, laneways and nearby main streets, subject to feasibility and safety assessments.
5. Streamline and fast-track approval processes.
6. Support opportunities for later business trade where appropriate.
7. Maintain a high quality public domain that contributes to public amenity.
8. Ensure that expanded outdoor dining does not impact or obstruct pedestrian traffic.

## 4. Who Does This Policy Apply To?

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- Cafes, bars, restaurants and cultural venues that already have an outdoor dining licence can apply to:
  - Extend their outdoor dining space
  - Take over car parking space for outdoor dining
  - Extend hours of trade
  - Activate live entertainment on Council footpath
- Cafes, bars, restaurants and cultural venues that currently don't trade outdoors that serve food for eating at the premises can apply for:
  - A Burwood Bounce Back temporary outdoor dining permit
  - Take over car parking space for outdoor dining
  - Extend hours of trade
  - Activate live entertainment on Council footpath

Businesses must have a current Covid-19 safety plan in place, electronic check-in facilities, and follow the latest public health orders.

Council reserves the right to apply additional place-specific requirements to an outdoor dining or live performance approval on a case-by-case basis.

## 5. Fees and Charges

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Council's outdoor dining fees and charges have been waived as part of Council's Burwood Bounce Back COVID-19 relief package until 31 January 2021, unless otherwise extended.

## 6. Approvals

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### What approvals are required?

Interim approval is required for the expansion or establishment of new outdoor dining and the activation of live entertainment during this period. Approvals may be subject to certain conditions, which will be specified in any written Approval granted by Council.

### Special Areas Pre-Approved for Expanded Outdoor Dining

Council has independently undertaken the assessment of outdoor dining and retail spaces along main streets in the Burwood LGA to enable the fast-tracked pre-approval of premises' that will result in the reduction of approval times for businesses located on unclassified local roads from 10 days to 1 day. Businesses pre-approved for expanded outdoor dining will be notified directly by Council.

Main streets include:

- Burwood Road, Burwood
- The Strand, Croydon
- Georges River Road, Croydon Park\*
- The Boulevarde, Strathfield\*
- Liverpool Road, Enfield\*

\*Approval times may vary for businesses located on State Roads. Council will request approval from Transport for NSW within one day of receipt of application and will notify approved applicants following confirmation of approval.

See Appendix A for sites included in Council's preapproved assessment.

### Process of approval

#### Businesses in special areas pre-approved for expanded outdoor dining

1. Complete the online application form and submit all required supporting documents (available on Council's website).
2. Council approval granted within 1 day of receipt of application for businesses located on unclassified local roads (Burwood Road, Burwood and The Strand, Croydon), given all required documentation has been submitted for assessment. Council will liaise with Transport for NSW within one day of receipt of application for businesses located on State Roads and will notify approved applicants following confirmation of approval.

#### Application to expand outdoor dining outside of special areas

1. Complete the online application form and submit all required supporting documents (available on Council's website)
2. Council inspection of proposed outdoor dining location
3. Council approval granted within 5 days of receipt of application for businesses located on unclassified local roads, given all required documentation has been submitted for assessment. Council will liaise with Transport for NSW within one day of receipt of application for businesses located on State Roads and will notify approved applicants following confirmation of approval.

#### New application for outdoor dining

1. Complete the online application form and submit all required supporting documents (available on Council's website)
2. Council inspection of proposed outdoor dining location
3. Council approval granted within 10 days of receipt of application for businesses located on unclassified local roads, given all required documentation has been submitted for assessment. Council will liaise with Transport for NSW within 10 days of receipt of application for businesses located on State Roads and will notify approved applicants following confirmation of approval.

### **Compliance with outdoor dining approval**

Once a footpath activation area is approved and in operation, Council staff will undertake regular site inspections to ensure Licence and Permit Holders are abiding by the conditions of their approvals.

Council may deal with breaches of Licence/Permit conditions through any or all of the following methods with the view of supporting businesses to operate as safely as possible:

1. Mediation/Intervention - if a complaint is received about a business breaching outdoor eating licence conditions or creating excessive noise, it will be assessed by Council's Footpath Approval Group and a determination will be made as to a course of action to address the concerns.
2. If complaints continue after the mediation/intervention, the Footpath Approval Group will assess the concerns against proposed actions and ascertain whether further intervention is required.
3. Further action – formal action through an Infringement Notice, licence revocation and/or court action will only be considered as a last resort when it is evident that there is a continual non-compliance of the conditions, and/or a failure by the business owner to implement agreed changes and improvements and/or involves an imminent danger to the public

Council will work collectively with the Burwood Police Area Command in addressing matters as highlighted above.

### **Consultation and notification of outdoor dining applications**

Notifications of new or expanded outdoor dining locations will be made through a notice on the premises (responsibility of the business) and on Council's website for a period of at least 14 days.

### **Decision making principles**

Council's decision to issue a temporary approval for live entertainment or an expanded or new outdoor dining area will be based on the following five guiding principles to ensure fairness, safety and consistency. Businesses must meet these principles for the duration of the approval.

#### **Appropriate location**

- Is the venue within the Burwood Local Government Area and does it have development consent to serve food for eating at the premises?
- The location should contribute positively to an area's retail environment, sense of place and character, and must take into account COVID-19 safety considerations.
- Consider pedestrian and vehicular flow, the convenience and safety of the public and patrons, neighbouring properties, other uses of the public domain and existing street fixtures when laying out the dining area or live entertainment equipment. The business must ensure that the outdoor dining or live entertainment area has a clear path of travel adjacent to the building frontage.

#### **Engaging and high quality**

- Council supports original and creative outdoor dining and entertainment that encourages community patronage, is innovative or distinct, and adds to the life of the place.

- Outdoor dining furniture should be appropriate for the size of the area and of light-weight, weather-resistant design.

### **Safety and accessibility**

- Can the venue accommodate patron safety and physical distancing?
- Does the business have a Covid safe plan?
- Will the extension to a venue's trading parameters still allow adequate access for pedestrians, residents and essential vehicles?
- Outdoor dining and entertainment should be delivered without compromising the safety of people or places.
- Approval holders should ensure that appropriate measures are in place to minimise risk.
- Outdoor dining and live entertainment should be integrated into the public domain in a way that does not compromise existing uses, furniture, buildings, entrances, exits, disabled access and pedestrian safety.

### **Public amenity**

- Council seeks to ensure that outdoor dining in the public domain remains attractive and clean. All furniture including umbrellas must be well maintained by the approval holder.
- Outdoor dining and live performance should add to, rather than disrupt the community's engagement with the public domain.

### **Management and operations**

- Any proposed live entertainment or dining area expansion should consider operational matters such as but not limited to safety, traffic, noise, waste and access.

Approval Holders must comply with all relevant State Acts, Regulations, Codes and applicable laws.

## **7. Responsibilities of the Operator**

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### **Public Liability Insurance**

An operator will be required to obtain and maintain a public liability insurance policy with an insurer acceptable to the Council, to cover any legal liability of property damage and personal injury to the public.

### **Display of Approval**

A copy of the approval and plan is to be kept on premises, displayed in a prominent position and be produced on request to authorised Council officers.

### **Management Requirements**

- An outdoor seating area is to operate in accordance with the conditions of the approval.
- Outdoor dining, including furniture, must be within the approved outdoor dining area.
- All patrons are to vacate the approved seating area and all structures are to be removed from the seating area and stored within the premises before the closing time specified in the approval.

### **Maintenance and Cleanliness**

The outdoor dining area and furniture and other items associated with the outdoor dining are to be:

- Kept clean and maintained in good order suitable for their purpose
- Not be permanently fixed unless specific permission is given
- Removed and stored away from public areas when the seating area is not in use.

Waste and litter is to be well managed by:

- Removing waste promptly from the outdoor seating area
- Disposing of any waste properly (public litter bins are not to be used for the disposal of waste from outdoor seating areas)

On expiry of the license, the licensee shall, at their own expense, remove all materials and ensure the area is returned to its original condition. Where there is evidence of damage, contact shall be made with Council to make arrangement for a mutual inspection in the first instance.

## 8. Licensed Premises

Applications submitted by licensed premises requesting to serve alcohol in the outdoor eating area must be lodged and approved by the Liquor & Gaming NSW prior to the consideration for approval of the outdoor eating area. If such approval requires the installation of screens or other equipment, written approval of Council will be required prior to installation.

Alcohol consumption in the outdoor eating areas will not be permitted if the outdoor eating area has been classified as an Alcohol Free Zone.

## 9. Extended Business Trade

Council has selected a defined area within which to promote extended hours of operation for retail premises consistent with the NSW Government's *Environmental Planning and Assessment (COVID-19 Development – Extended Operation) Order 2020* which allows retail premises including shops, cafes and restaurants to operate at any time without further approvals provided that businesses consider the implementation of measures to reduce noise. The Order is currently in force until 25 March 2022.



Figure 1: pre-determined area identified for extended business trade

The defined area within which to promote extended trade has been selected based on the following general criteria:

- Located entirely within the defined Burwood Town Centre and within the B4 Mixed Use zone, and being consistent with the aim of the Burwood Development Control Plan (DCP) to create a “vibrant centre with a level of amenity that reflects [Burwood’s] Major Centre status.”
- Located within a town centre precinct where ‘active street frontages’ are promoted by Council’s Local Environmental Plan (LEP).
- Close proximity to public transport in particular Burwood railway station and close proximity to public and private car parks. Areas of the Burwood Town Centre and Burwood Road North with less car parking options have been excluded to reduce pressure on nearby residential streets.
- Located in the centre of Burwood where existing noise levels are relatively high compared with strictly residential precincts of the LGA.
- Includes existing contained shopping centres including Westfield Burwood, Burwood Plaza, Emerald Square and licenced premises with existing late trading hours.
- Generally restricted to Burwood Road and the vicinity adjacent to Burwood railway station and the future new Burwood RSL club.
- Located away from the R2 Low Density Residential zone. Consideration was made to exclude areas that are within close proximity to the R2 zone, particularly the northernmost and southernmost parts of the Burwood Town Centre and Burwood Road North precincts.
- To contain the area within which extended trading hours for retail premises will be promoted to a manageable area within which Council and police can carry out patrols and monitor noise and anti-social behaviour.

Businesses must adhere to all other provisions set out in Council’s Footpath Activation Policy including health and environmental considerations, furniture and equipment, physical safety barriers, provision of planter boxes, BYO alcohol application and environment protection controls.

## **10. Reallocation of Parking for Outdoor Dining**

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To help hospitality venues recover from the impacts of Covid-19, we’re working to provide businesses with the opportunity to use on-street car parking space for outdoor dining on a temporary basis.

Applicants must have an existing footpath dining approval before lodging an application for the reallocation of parking for outdoor dining.

Provisions:

- Areas that are unsuitable for outdoor dining include: Bus stops or bus zones, roads with speed limits of more than 50km/hr, clearways, parking for Australia Post, police, fire, ambulance, or car share, no stopping zones, bike lanes and accessible parking.
- All applications are considered on a case-by-case basis due to the complexity of streets, and the specific context of your location, the parking restrictions and the neighbouring businesses and road environment.
- The area must be protected by vehicle-proof barriers appropriate to the speed of traffic.
- Use of the road area for outdoor seating may be considered across the frontage of adjacent, vacant retail tenancies. However, approvals may be amended by Council if that vacant tenancy becomes occupied by a food and drink premises.



## 11. Live Entertainment Activation Provisions

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1. Live entertainment may be conducted in an approved outdoor dining area in the Burwood LGA on public land that is not managed under the *Crowns Land Management Act 2016*:
  - a. No earlier than 10am
  - b. No later than 10pm
  - c. No more than 2 hours a day up to 3 days per week
2. Under this policy, live entertainment may include:
  - a. Music, theatre, spoken word, dance, comedy or other theatrical arts
  - b. Live mixing of electronic or other pre-recorded music.
3. The performance must be located wholly within an approved outdoor dining area unless otherwise approved by Council.
4. There must be no trip hazards present and all electrical cabling must be discreet.
5. The performance must not be audible at a distance of 30 metres from the outdoor dining area.
6. A minimum distance of 2 metres must be maintained between performers and any traffic lane in use by vehicular traffic.
7. Public liability insurance must be maintained and must cover the performance activity and performers.
8. An acoustic report will not be required if you meet the provisions in these guidelines.
9. Applicants must make every effort to work with neighbouring businesses when scheduling live music and performance to manage impacts.

It is the responsibility of individuals and operators using outdoor spaces for live performance to comply with these guidelines and any updates to them, as well as all relevant laws, regulations and policies and the lawful directions of state and local government authorities. Federal and state public health orders take priority over these policy measures.

### **Notification of applications for live performance in outdoor dining areas**

Public notification will be required for all applications seeking to have live performance in their outdoor dining space. Notification must be made through a notice on the premises (responsibility of the business) and Burwood Council's website for a minimum of 14 days.

## 12. Use of Adjacent Areas for Outdoor Dining or Live Entertainment

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The use of the footpath area for outdoor dining or live entertainment may be considered across the frontage of adjacent, vacant retail tenancies. However, approvals may be amended by Burwood Council if that vacant tenancy becomes occupied by a food and drink premises.

Council may grant businesses approval for the use of adjacent vacant footways for outdoor dining or live entertainment outside occupied retail tenancies provided:

- The adjoining business has been consulted about the proposal
- The footway is not currently in use by the adjoining business or an agreement has been reached to share the use of the space with the adjoining business.
- The adjacent business is not negatively impacted or concealed as a result of the outdoor dining expansion.
- There are no pedestrian or vehicular safety issues.

## 13. Related Information

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### Legislation

- Roads Act 1993
- Food Act 2003
- Local Government Act 1993

- Law Enforcement Powers and Responsibilities Act 2002
- Protection of Environment Operations Act 1997
- Environmental Planning and Assessment Act 1979

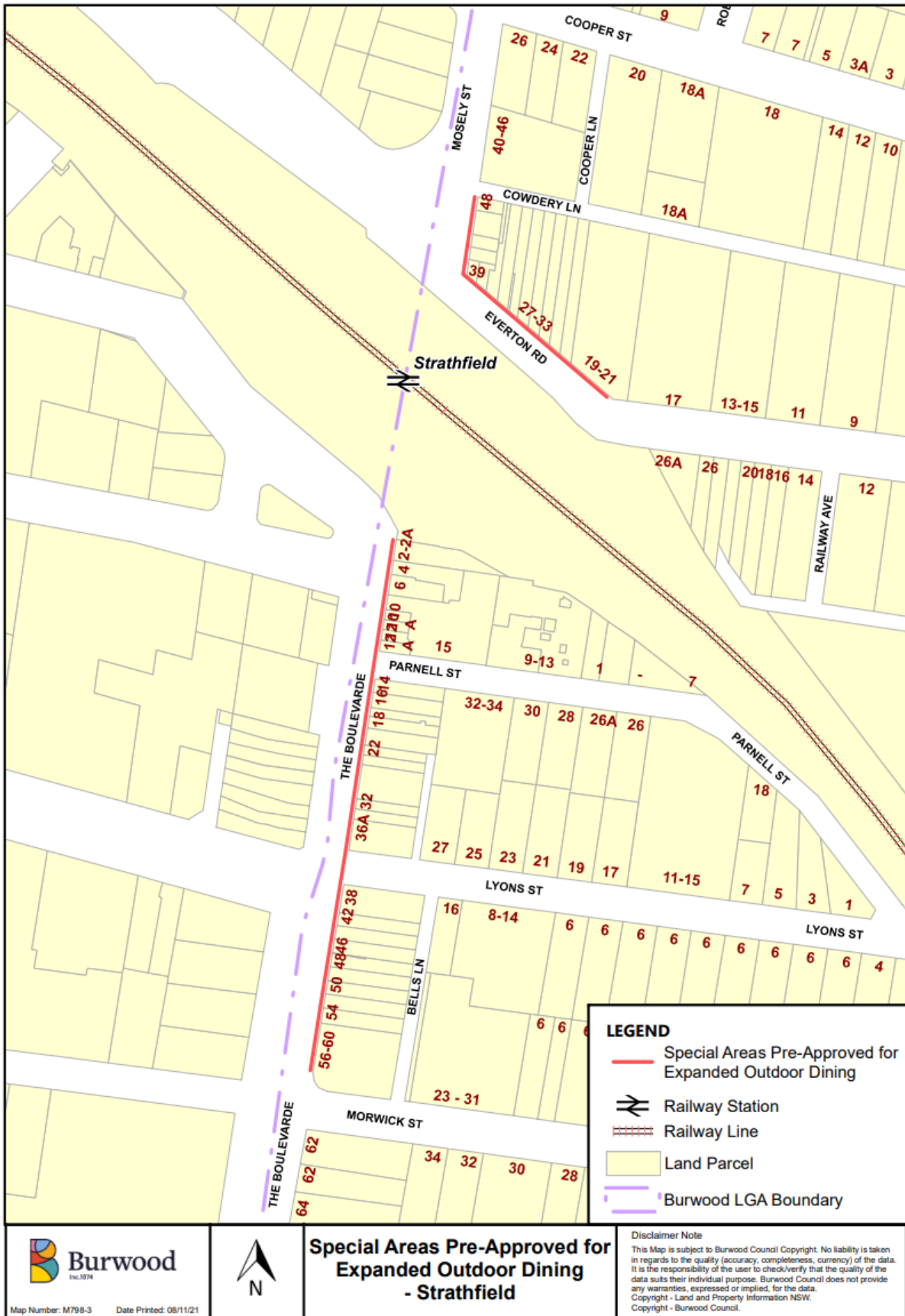
Other Relevant Council Documents

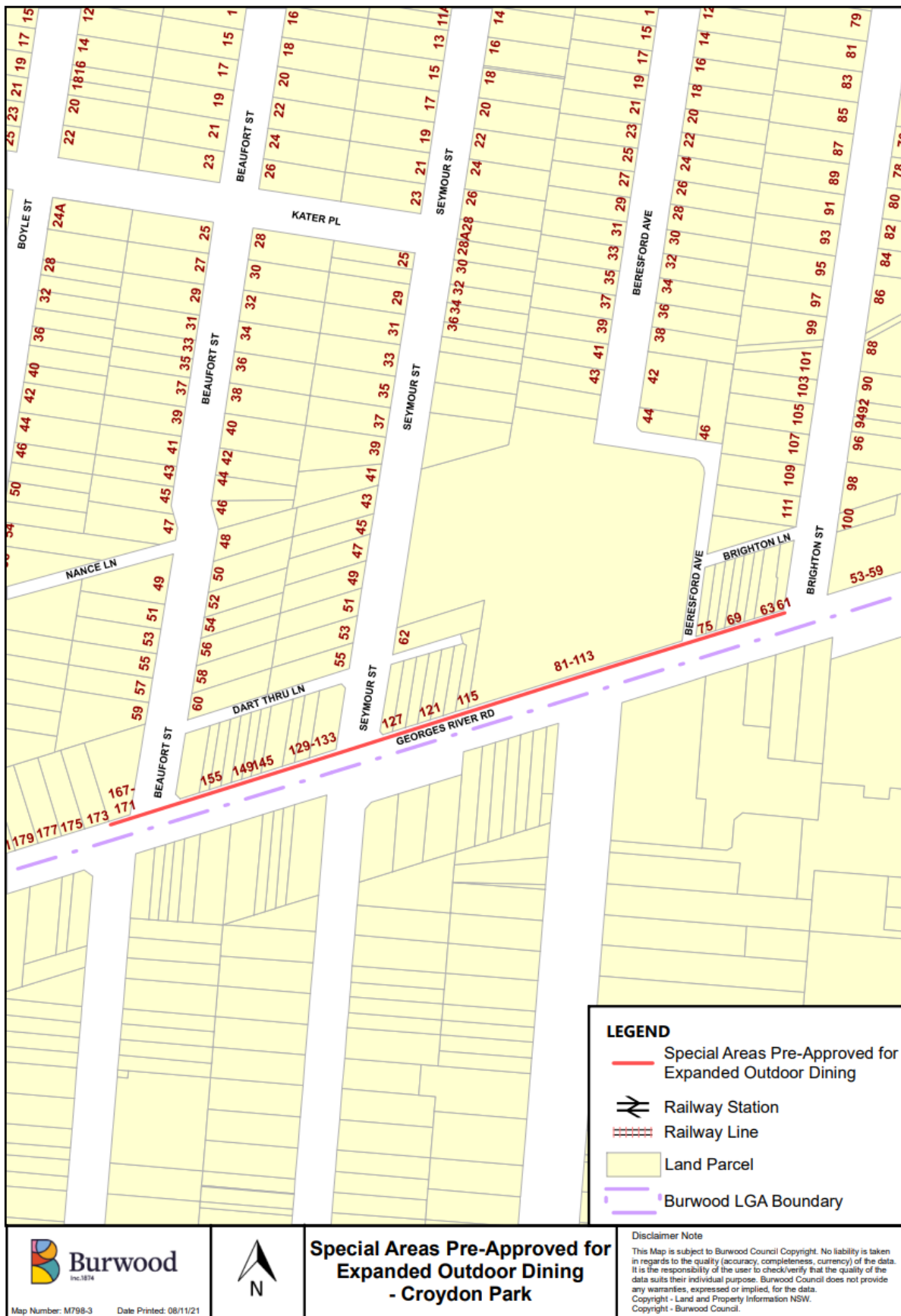
- Footpath Activation Policy
- Temporary Road Closure (including Standing Plant) Policy
- Works on Council's Road Reserve Assets Policy
- Compliance and Enforcement Policy
- Busking Policy
- Burwood Development Control Plan

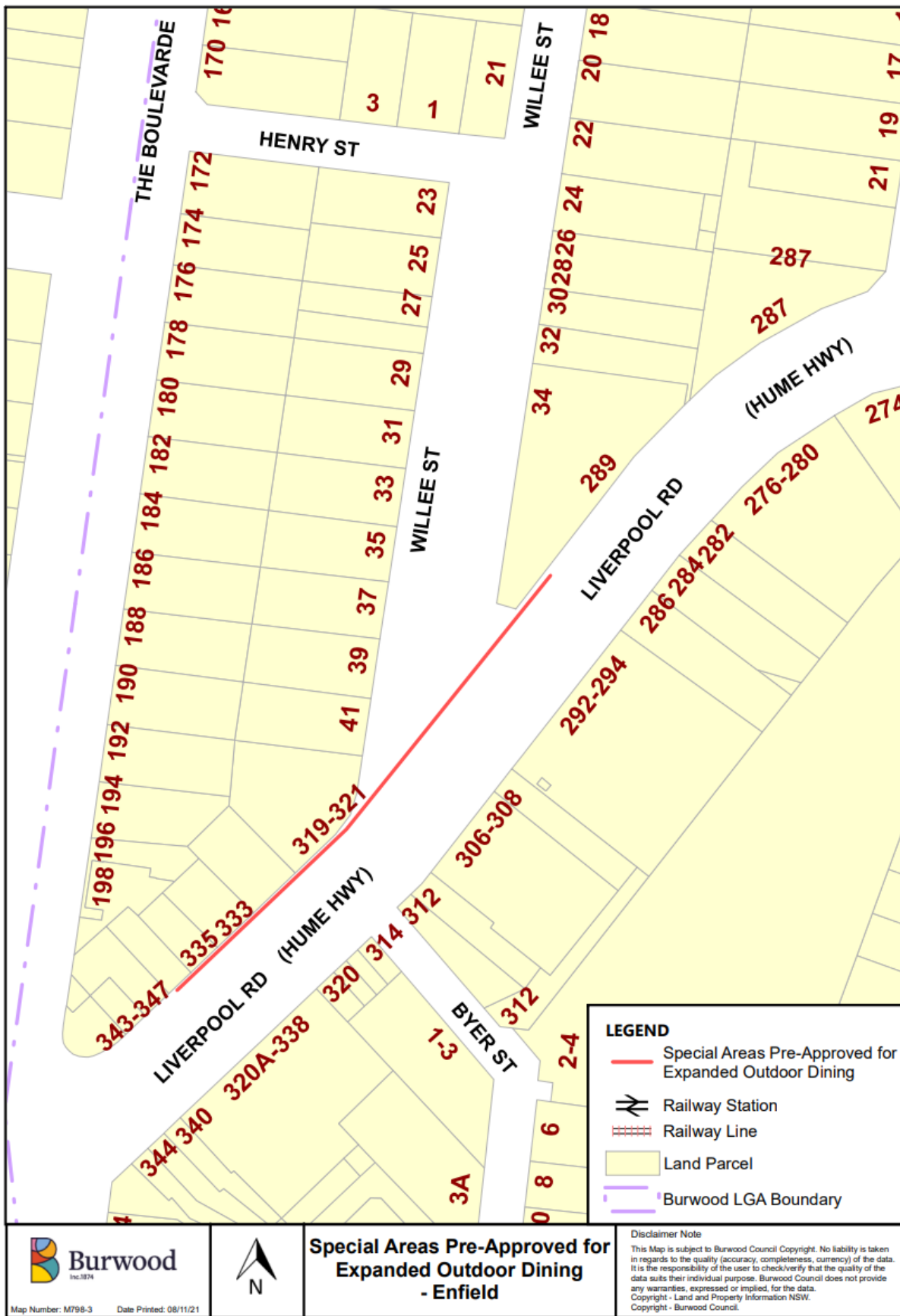
## Appendix

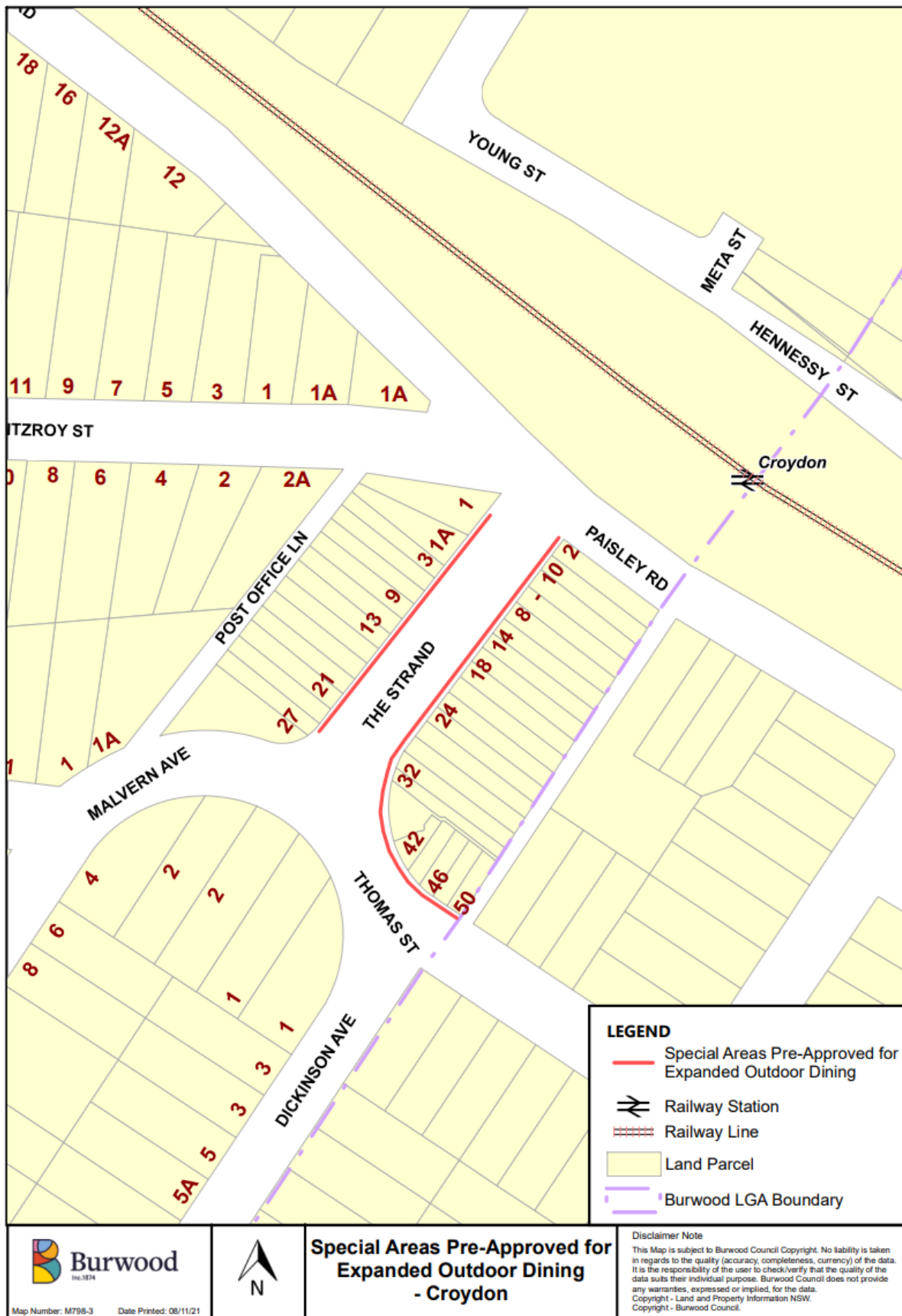
### Appendix A: Special Areas Pre-Approved for Expanded Outdoor Dining











**Appendix B – Burwood Bounce Back Outdoor Dining and Live Entertainment Online Application Form**



## BURWOOD BOUNCE BACK APPLICATION

### WHAT ARE YOU APPLYING FOR:

<input type="checkbox"/>	NEW OUTDOOR DINING APPLICATION
<input type="checkbox"/>	EXTEND EXISTING OUTDOOR DINING ON COUNCIL FOOTPATH
<input type="checkbox"/>	EXTEND OUTDOOR DINING ON COUNCIL FOOTPATH OUTSIDE ADJOINING RETAIL PREMESIS
<input type="checkbox"/>	EXTEND EXISTING OUTDOOR DINING TO COUNCIL CARPARK
<input type="checkbox"/>	LIVE ENTERTAINMENT ON COUNCIL FOOTPATH <ul style="list-style-type: none"> <li>- Proposed commencement date:</li> <li>- Proposed activation days (identify up to 3 days per week):</li> <li>- Proposed activation times (no more than 2 hours per day, no earlier than 10am and no later than 10pm):</li> <li>- Type of live entertainment:</li> </ul>
<input type="checkbox"/>	REALLOCATION OF PARKING FOR OUTDOOR DINING

### RECEIVED PRE-APPROVAL NOTIFICATION FROM COUNCIL

<input type="checkbox"/>	YES
<input type="checkbox"/>	NO
<input type="checkbox"/>	UNSURE

### BUSINESS INFORMATION

COMPANY NAME	
BUSINESS NAME	
ABN (Australian Business Number)	
BUSINESS ADDRESS	
BUSINESS CONTACT NUMBER	
OWNER NAME	
OWNER CONTACT NUMBER	
EMAIL ADDRESS	

### ATTACHEMENTS REQUIRED

<input type="checkbox"/>	PHOTO SHOP FRONTAGE
<input type="checkbox"/>	PHOTO OF EXISTING OUTDOOR EATING (IF APPLICABLE)
<input type="checkbox"/>	PHOTO OF REQUESTED AREA
<input type="checkbox"/>	PUBLIC LIABILITY INSURANCE

### TERMS & CONDITIONS

#### OUTDOOR DINING

1. The Licensee hereby covenants with Council as follows:
2. The Licensee will not assign, transfer, part with possession of, grant any sub-licence affecting or otherwise deal with or dispose of the Licensed Area or any part thereof.
3. The Licensee will not misuse or damage any part of the Licensed Area or public road or footpath outside the Licensed Area and will not obstruct or impede the flow of pedestrian traffic on any part of the public road or footpath including the emergency access route, outside the Licensed Area.
4. The Licensee will give the Council prompt notice of any damage, defect or deterioration affecting the Licensed Area.



5. The Licensee shall keep the Licensed Area and all food, goods and utensils therein in a clean, sanitary and wholesome condition and free from litter and rubbish and will comply with all requirements of the Council and of any other statutory authority in relation thereto. The Licensee shall clean the footpath area adjacent to their premises on a daily basis to remove food spills and stains. In case of default by the Licensee, the Council may enter and carry out such cleaning as may be necessary and recover the costs thereof from the Licensee as a debt due and owing to the Council.
6. The Council by its servants or agents may enter upon the Licensed Area at any time without notice to the Licensee to view the state of repair of the Licensed Area or for any other purpose whatsoever. Council and/or any other authorised public utility or telecommunications organisation may enter upon the Licensed Area to maintain, upgrade, reconstruct or repair and/or lay pipes, conduits and/or cables within, or adjacent to, the Licensed Area. Council will not pay compensation, or be held liable, for any loss of trade, wages or any other costs borne by the Licensee, or any other party, directly or indirectly caused by maintenance, upgrade, reconstruction or repair of the Licensed Area, or adjacent areas of the roadway, including the footpath, whether conducted by Council or any other party.
7. The Council shall retain the general care, control and management of the Licensed Area and the Licensee, at his own expense, will comply with all requirements and directions of the Council, its servants and agents and all rules, by-laws and regulations made by the Council in relation to the use of the footpath and, in particular, but without limiting the generality of the foregoing, the Licensee shall not bring or park nor permit to be brought or parked any motor vehicle on the Licensed Area.
8. The Licensee shall pay all costs, charges and expenses incurred in providing any electricity supply to the Licensed Area and shall pay all charges for electricity consumed on the Licensed Area. Any such electricity supply to be approved by Council prior to installation and/or use.
9. The Licensee shall not install physical barriers within or adjacent to the Licensed Area without the written approval of Council.
10. The Licensee shall not install planter boxes within or adjacent to the Licensed Area without the written approval of Council.
11. The Licensee shall not make any alterations or additions to the Licensed Area or erect or place any structures or fixtures thereon or erect or display any advertisement, sign or hoarding.
12. The Council reserves the right to install street furniture, street signs and/or landscaping elements in the Licensed Area. If any such installation adversely affects the Licensee's use of the Licensed Area the Council and the Licensee shall negotiate any necessary adjustment to the Licence in good faith.
13. No advertising is to be displayed on any furniture, equipment or other structure contained within the Licensed Areas except for umbrellas. With respect to umbrellas, advertising will be limited to the advertising of food and non-alcoholic beverages sold by the restaurant/café. Council reserves the right to order that the umbrellas/advertising be removed, if considered inappropriate. If umbrellas are placed on the footpath in association with an outdoor eating area, the umbrellas must be fully contained within the Licensed Area. No articles shall be placed within one metre of any Council Tree positioned on the footpath.
14. The Licensee shall display the attached Outdoor Eating Area Licence Notice(s) in the restaurant premises at «Address» «Suburb» «State» «Postcode» in clear view of members of the public and patrons within the Licensed Area.
15. The Licensee shall not keep any animal or bird or permit the same to enter or be upon the Licensed Area.
16. The Licensee shall not sell or serve or permit to be sold any alcoholic or intoxicating liquor in or from the Licensed Area except where Council has granted specific written approval and the appropriate liquor licence is obtained from Licensing Authorities and proof of such liquor licence is provided to Council.
17. The Licensee will not permit to remain in or upon the Licensed Area any persons using obscene or foul language or any person affected by alcohol or intoxicating liquor or any person behaving in a manner causing or likely to cause any nuisance or annoyance to other persons on or in the vicinity of the Licensed Area.
18. If any merchandise, property or effects which may be in or upon the Licensed Area during the term hereof shall be damaged or destroyed by fire, water or otherwise, no part of any loss occasioned thereby shall be borne by the Council however the same may be caused or arise.
19. The Licensee hereby indemnifies the Council from and against all and any damage or loss occasioned by the default or failure by the Licensee to observe any covenant, condition or agreement hereunder or by the use or abuse of water, electricity or drainage installations, appliances or fittings by the Licensee or any employee, agent or invitee of the Licensee.
20. The Council shall not be responsible for the loss of any property or effects of the Licensee or any other person from the Licensed Area howsoever occurring nor for any damage whatsoever arising from any accident or injury to any person or property on the Licensed Area however arising and whether or not the same shall arise from carelessness or negligence on the part of the Council and the Licensee indemnifies the Council, its employees, agents, or invitees from and against such loss or damage as aforesaid.
21. The Licensee shall effect and maintain during the term of this Licence an "all risks and public liability" policy covering the respective rights of the Licensee and the Council in respect of liability to the public in the event of death or bodily injury or damage to property arising out of any accident which may occur in the course of or be caused by the Licensee's activities upon the Licensed Area. The amount of such insurance shall not be less than ten million dollars (\$10,000,000.00) in respect of claims during the term of this Licence.
22. The Licensee shall pay the Council's legal costs and disbursements in connection with the granting of this Licence and in connection with any default by the Licensee hereunder.
23. The Licensee shall only place chairs, tables or other equipment on the Licensed Area during normal business hours. All chairs within the area are not to be placed against the area bounding the pedestrian walkway. All chairs must be positioned parallel to the approved premise with no chairs placed against the red line marked in the Outdoor Eating Plan (Please refer to your Outdoor Eating Plan for reference of the red line). This will

- ensure that chairs are not placed in a position that would otherwise obstruct the footpath walkway area. All chairs, tables and other equipment shall be removed from the Licensed Area when the Licensed Area is not open to the public for service and will be stored in the Licensee's premises. At no time shall the chairs, tables and other equipment remain in the Licensed Area after Council's approved operating hours without Council's written approval.
24. The Licensee shall provide ashtrays to all tables where smoking is permitted, and all ashtrays are to be of a windproof design. All litter and rubbish that is generated from the outdoor eating area is to be disposed of through the business premises garbage service and is not to be disposed of in street litter bins, left on the roadway (roadway includes footpath) or swept into the street gutter or storm water drains.
  25. From 6 July 2015, The Licensee must display the mandatory prescribed "No Smoking" signage within the Licensed area and must comply with provisions of the *Smoke-free Environment Act 2000 (Act)*.
  26. All litter and rubbish that is generated from the outdoor eating area is to be disposed of through the business premises garbage service and is not to be disposed of in street litter bins, left on the roadway (roadway includes footpath) or swept into the street gutter or storm water drains.
  27. If an Outdoor Eating area is covered overhead by an awning, the Licensee shall obtain a certificate from a structural engineer indicating the integrity of the structure in compliance with section B of Volume 1 of the Building Code of Australia and duration for future inspection requirements. Such certification must be submitted to Council by 1 October during the period of the agreement.

**PRIVACY**

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*.

You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application.  
Council is collecting this personal information from you in order to identify and process your application.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation.

Enquiries concerning this matter can be addressed to Council's Public Officer.

**E-NEWS**

Sign up to Burwood Council's e-newsletters and stay up to date with what's happening in your suburb. Whether you run a business, looking for something to do or interested in the latest Council news, there's something to suit you. Do you wish to subscribe today and stay connected.

<input type="checkbox"/>	YES
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**ACCEPT**

<input type="checkbox"/>	YES
DATE	
TIME	
NAME	
SIGNATURE	