

Policy Section:	3. Development, Environment & Regulatory Services
Policy Name:	Outdoor Dining
Classification:	Public – Council Policy
Adopted:	23 February 2021
Frequency of Review:	Following each general election of Council
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Responsible Officer(s):	Manager Development, Environment & Regulatory Services
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR19/24476
Legislation Authority:	Local Government Act 1999 Disability Discrimination Act 1992 Planning, Development and Infrastructure Act 2016 Australian Standards
Related Policies and Codes:	Town Centre Parking Strategy Policy Public Consultation Policy
Related Procedures:	N/A

1. BACKGROUND

- 1.1 Town of Gawler promotes outdoor dining in the commercial areas on the basis that it encourages social and cultural life within the Town and provides identity, and increased visible vibrancy, security and activity. Council has a process for issuing permits to food outlets, cafes, restaurants, hotels and delicatessens for the use of part of the footpath space in front of their premises that takes into account other competing uses of footpaths. There is a need to establish a practical balance between the various user groups and the function of a footpath. Footpaths are the realm of pedestrians. The issuing of a permit for private use, such as outdoor dining, does not grant exclusive rights over the relevant public space and cannot exclude the public from using tables and chairs provided for outdoor dining.

- 1.2 While preserving the pedestrian function Council recognises and wishes to support the appropriate use of public spaces for outdoor dining and welcomes the alfresco enhancement to street and business life.

2. POLICY OBJECTIVES

- 2.1 Support the use of public footpaths for outdoor dining in a manner that manages the competing interests of pedestrians and businesses whilst improving the utilisation, quality and vibrancy of the town's public streetscapes where;
 - 2.1.1 The character of its surrounding streetscape and built form is protected and or enhanced;
 - 2.1.2 The needs of all users of the street, including the safety of pedestrians and diners, is taken into account;
 - 2.1.3 The granted rights over the public space does not exclude the general public from access and use of tables and chairs provided.

3. POLICY

3.1 Scope

- 3.1.1 Outdoor dining may be allowed where footpath space is not required or is not in conflict with public street furniture such as seats, bins and drinking fountains, which will be given priority to ensure an equitable provision of facilities.
- 3.1.2 Applications must be made for outdoor dining and these will be assessed on their individual merits against the policy guidelines.
- 3.1.3 Proposed outdoor dining locations will also be assessed in terms of safety and may require the installation of Energy Absorbing Bollards if the site is deemed to otherwise be an unsuitable location.
- 3.1.4 Outdoor dining shall not occur on any public street or public place until permission has been issued by Council in writing and in accordance with Section 222 of the *Local Government Act 1999* for the use of the land for the purpose of outdoor dining and Section 221 of the *Local Government Act 1999* if an encroachment is also proposed as part of the outdoor dining application.
- 3.1.5 The policy applies to all areas of Gawler, including Adelaide Road, and other commercial premises approved for sale of food or dining.
- 3.1.6 Where there is a conflict or if reference has been made to local plans or specific trader associations which no longer exist or have been changed, then Council will be the over-riding decision making authority.

3.2 Operating Guidelines

3.2.1 Council Policy Reference

The Operating Guidelines give effect to the Council's Outdoor Dining Policy adopted by the Council on 23 February 2021.

3.2.2 Definition

The use of the public footpath for the purpose of extending the services of premises whose main function is for the provision of food and beverages to the public. Such premises include restaurants, hotels, cafes, bars, delis and other food outlets. Outdoor dining should be

directly associated with the business that holds the outdoor dining permit and should only operate when those premises are open for business.

3.2.3 General Principles

Safety Outdoor dining is required to:

- 3.2.3.1 be located in an area that is considered safe for patrons and avoid locations that are deemed unsuitable;
- 3.2.3.2 meet the clearances and setbacks specified in this policy for each particular circumstance;
- 3.2.3.3 ensure the outdoor dining area is set back from the building line at street intersections, at distances as specified in this policy;
- 3.2.3.4 ensure wheelchair access to pedestrian ramps ('pram ramps') is not compromised;
- 3.2.3.5 meet additional Council requirements for surveillance and a security presence under certain circumstances if the dining area has a Permit to operate after normal business hours;
- 3.2.3.6 maintain an operator presence at all times, even during quiet times, to provide an active, inviting and safe place for people to sit and relax;
- 3.2.3.7 ensure the safety of adjoining buildings is not compromised by restricting access or adding unreasonably to fire potential; and
- 3.2.3.8 not obstruct pedestrian flow;
- 3.2.3.9 if a location is deemed unsafe for outdoor dining, approval may not be granted even if the application complies with the policy guidelines.

3.2.4 Location and Siting

The location and siting requirements must comply with the following:

- 3.2.4.1 Use of the footpath must be in association with existing or proposed premises whose core function is to provide food and beverages for the public, such as cafes, restaurants, and delicatessens and restricted to the area defined by the perpendicular extension from each side boundary of the premises.
- 3.2.4.2 Outdoor dining must generally be located along the kerb and allow a clear movement path along the building frontage. This principle ensures unobstructed movement along the City's footpaths for all user groups, including the visually impaired who frequently navigate along building frontages.
- 3.2.4.3 Outdoor dining areas should be well set back from intersections of major streets carrying substantial amounts of traffic to ensure patron's safety and unobstructed pedestrian movement at crossing points. The location of pedestrian ramps and clear access to those ramps for people in wheelchairs must also be considered in the location of outdoor dining areas.

3.2.4.4 Outdoor dining is preferred in those streets where there is adequate footpath space to accommodate it, while not compromising pedestrian access, other streetscape activities including street furniture, rubbish bins, telephone booths and post boxes and groups already using a street.

3.2.4.5 Should the outdoor dining area cease to operate, the permit holder will remove all structures including planter boxes, canopies, blinds or the like prior to vacating the site at her/his own cost.

3.2.5 Design, Amenity and Appearance of Outdoor Dining Elements

An outdoor dining area needs to relate to its surroundings, to protect and enhance the urban, heritage and streetscape appearance and character, including the quality of built form.

The presentation and design of furniture elements in outdoor dining areas should complement or improve the existing streetscape, heritage and quality -- and certainly not degrade nor detract from them -- as well as making the premises as attractive, welcoming and amenable as possible. In other words the outdoor dining area should fit in readily and contribute to the urban character and appropriate sense of place within the street.

It is therefore essential that the choice and placement of outdoor dining items consider other street elements such as existing or future public furniture, trees, light poles, and adjoining building styles.

This involves:

3.2.5.1 Siting of an outdoor dining area to maximise a comfortable environment for patrons by providing the most protection from wind, sun, rain and feelings of exposure to vehicular traffic;

3.2.5.2 Shade and shelter to be provided, where possible, by existing verandas and street trees;

3.2.5.3 Trees and other significant streetscape elements such as public art, heritage structures, and bus shelters should not be obstructed, covered, removed, relocated or modified as a result of an outdoor dining area installation and operation;

3.2.5.4 If the tree canopies are extensive, umbrellas should be kept at a minimum;

3.2.5.5 Umbrellas, canopies and awnings may be an alternative when there are no verandahs or trees;

3.2.5.6 Screens can be appropriate in selected locations to provide shelter from both wind and the proximity of vehicular traffic;

3.2.5.7 Must be of high quality furniture that is safe to use, comfortable, durable and of a style appropriate in its built form and streetscape context;

3.2.5.8 Outdoor dining items, the types and styles of which are subject to Council approval, should be of a high standard in appearance, style, cleanliness, durability and comfort;

3.2.5.9 They should be appropriate in design, materials, finishes and colours. They should be unobtrusive, and not interfere with

the visual integrity or characters of significant buildings, landscapes and structures in the streetscape;

3.2.5.10 Outdoor dining items should be portable – new fixed items are not permitted - yet sturdy and windproof, and without sharp edges or other features likely to cause injury;

3.2.5.11 Where outdoor dining areas are located within established 'main streets' (Local Area Development Program areas) it is recommended that the applicant liaise with the Local Area Group in the selection of outdoor dining items to ensure the desired 'street image' is consistently portrayed;

3.2.6 Outdoor Dining Associated with Heritage Buildings

3.2.6.1 Buildings, streetscapes or other works affecting places of State or Local heritage value have special significance. The design and location of outdoor dining areas adjacent to or near heritage places must be compatible with the heritage significance of the place so as not to detract from that significance.

3.2.6.2 Development Approval will normally be required for any permanent structures proposed in association with outdoor dining e.g. fixed screens, full height enclosures and signage. However, special consideration will be given to these items if proposed in association with heritage listed places, to ensure that such work does not materially affect the heritage value of the place.

3.2.7 Footpath Widening

3.2.7.1 Greater emphasis on pedestrian movement and comfort in the Town Centre will mean footpaths have or will need to be widened in some areas. Kerb extensions, also called 'protuberances' are sometimes used in the Town Centre to provide protection for parking bays, pedestrian refuge and safe crossing points.

3.2.7.2 Where outdoor dining is located on a protuberance additional protection may be required with the placement of Energy Absorbing Bollards, fixed glass screens or planters. These, together with umbrellas, require approval at the time of applying for an Outdoor Dining Permit.

3.2.7.3 Applications for protuberances specifically for outdoor dining cannot be considered unless in the context of an integrated streetscape design. The construction of protuberances has consequences for the wider area and issues such as loss of parking spaces, impact on other business (particularly retail), traffic and movement, stormwater management and impact on the townscape cannot be assessed in isolation.

3.2.7.4 Where permanent structures are proposed to be erected on widened footpaths or protuberances to provide shelter for outdoor dining areas, such structures will only be supported where shelter cannot be adequately provided by street trees or umbrellas, and design principles as outlined in these guidelines apply.

3.2.8 Advertising

- 3.2.8.1 Advertising and Signage is controlled under the ***Planning, Development and Infrastructure Act 2016***, and the *Planning and Design Code*.
- 3.2.8.2 Free standing signs placed on the footpath, such as A-Frames (also called moveable signs or sandwich boards) restrict pedestrian movement and represent a potential hazard in areas of high pedestrian use such as outdoor dining precincts, and are not permissible within, or in association with outdoor dining areas. Alternatives are available and include banners mounted on veranda posts or flags or boards mounted flush with the building frontage.
- 3.2.8.3 Signage to identify the business name or logo, or advertise goods sold on the premises, is permitted on glass and canvas screens and umbrellas only.
- 3.2.8.4 No third party advertising that is unrelated to the business, its products or service is allowed on outdoor dining items.
- 3.2.8.5 Advertising on glass screens, canvas screens, plastic blinds, umbrellas or the like in the form of a well-designed business name or business logo is permitted, provided approval has been granted under the ***Planning, Development and Infrastructure Act 2016***. Advertising will not exceed a portion that covers 10% of the total available space on each panel, up to half of which may be commercial advertising in the form of product logos used or sold by the premises.
- 3.2.8.6 Any signage must be located in the lower section of panels (maximum height of 700mm from the ground) so as not to impede sight lines.
- 3.2.8.7 No advertising or signage is permitted on permanent structures;

3.2.9 Siting Criteria

Outdoor dining areas must suit - and not constrain - convenient use of the footpath for such public purposes as seating, drinking fountains, telephones, parking meters, post boxes and major crossing points, nor should they compromise or restrict motorists' sight lines. To facilitate a balance between the different uses of the footpath and to ensure safety for all users, clearances and setbacks for outdoor dining areas have been specified.

- 3.2.9.1 Outdoor Dining areas **are not permitted** in the following locations and situations:
 - 3.2.9.1.1 Adjacent to bus stops and taxi zones, unless it can be demonstrated that it will not impact on the function of such zones;
 - 3.2.9.1.2 Adjacent to designated disabled parking spaces;
 - 3.2.9.1.3 In streets with a footpath width of less than 3.2 metres, unless it is in a low traffic environment or can be demonstrated that it will not impact on safety:

- a) Adjacent a roadway or footpath construction zone during the period of the project;
- b) Adjacent to a loading zone unless sufficient width (i.e. 900mm) is available for unloading onto sack trolleys and for the delivery of goods to the premises; and
- c) Where it is likely to compromise the health of street trees or require unreasonable pruning or removal.

3.2.9.1.4 Council undertakes a continual review of parking and loading zones throughout the Town Centre and may consider re-locating a loading zone to facilitate outdoor dining if an appropriate alternative location is available.

3.2.10 Energy Absorbing Bollards

Energy Absorbing Bollards (EABs) may be required at outdoor dining locations that would otherwise be considered unsuitable for the purpose based on local traffic conditions.

Requirements for EABs in unsuitable outdoor dining locations are to be assessed on a case by case basis but are likely to be required at sites which:

- 3.2.10.1 have been associated with loss-of-control crashes i.e. where vehicles have had an historical tendency to leave the roadway;
- 3.2.10.2 inherently present special risk factors for crashes, e.g. unusual cross-fall, steep longitudinal grade, or sites situated on the outside of road curves of radius less than 40 metres;
- 3.2.10.3 are on Major Circulation Routes and are subject to large numbers of passing heavy vehicles in the kerb-side lane.

Council may undertake an assessment of each outdoor dining permit area at the time of renewal of the permit, to determine the need for EABs. This assessment will apply equally to existing and new outdoor dining areas.

Permits will not be issued in these circumstances:

- 3.2.10.4 Sites that are subject to frequent passage by heavy vehicles travelling at high speeds that cannot easily be made suitable for outdoor dining even with the installation of EABs.
- 3.2.10.5 Major Circulation Routes where transit or bus lanes may become necessary to improve public transport.

3.3 Extension of Outdoor Dining Beyond Permit Holder's Boundary

- 3.3.1 Generally, the extension of outdoor dining along the footpath into areas that are not directly outside the associated business will not be permitted. That is, one business will not normally be allowed to operate outdoor dining outside the frontage of another business.

- 3.3.2 However, in areas with a current low level of outdoor dining and where street activities are being encouraged and promoted as a way of rejuvenating parts of the Town, consideration may be given to allowing outdoor dining areas to extend.
- 3.3.3 Extension of an outdoor dining area into the adjacent business' frontage will only be permitted where:
 - 3.3.3.1 The extension is only from the principle premise along the footpath for up to one premise frontage in either direction, beyond the boundaries of premises to which the permit relates. It is contiguous with the current outdoor dining permit area and not extend beyond the frontage of the adjacent business premises in either direction;
 - 3.3.3.2 Outdoor dining is the only object/activity in front of that business (i.e. outdoor dining will not be approved where an A-frame or moveable sign already exists); and
 - 3.3.3.3 Permission has been granted from the operator and the property owner of the adjacent business and should that permission be withdrawn or the adjacent business change operation, outdoor dining must be removed from this area immediately. The permit holder agrees to take responsibility for any liability issues which arise and that are associated with the outdoor dining area and holds suitable Public Risk Insurance over each area being occupied.

3.4 Footpath Clearances

- 3.4.1 'Footpath clearance' - refers to the distance between a building frontage or property boundary and the inner extremities of an outdoor dining area (including ALL associated items such as umbrellas, tables and chairs, planter boxes, etc) when being used by patrons.
- 3.4.2 The Council requires a minimum clear width of footpath to be maintained between the immediate front of the building and the licensed area. This space cannot be used to store tables, chairs, planter boxes, displays or any other item.
- 3.4.3 The outdoor dining area must not be located directly against the building façade unless it can be demonstrated that doing so will not impact on the safe flow of pedestrian traffic and that minimum distances are maintained.
- 3.4.4 Footpath clearance measurements are to be taken from the edge of the building or property boundary to the back of the chair (at a distance out from the table to equate with someone seated in the chair). Footpath clearances are summarised in Figure 1.

3.5 Kerb Setbacks

- 3.5.1 'Kerb setbacks' - refer to the distance between the outer extremities of an outdoor dining area and other infrastructure items such as the kerb, street trees, public street furniture, and adjoining outdoor dining areas.
- 3.5.2 Kerb setbacks have been specified in order to allow for safe access, servicing and maintenance of the items, as well as providing sufficient movement between outdoor dining areas and to ensure the safety of patrons.

- 3.5.3 Kerb setback measurements are to be taken from the back of the kerb to the back of the chair (at a distance out from the table to equate with someone seated in the chair).
- 3.5.4 Kerb setbacks are summarised in Figure 1 below. However, the figures stated in this table refer only to outdoor dining on existing street layouts. They do not apply in cases where a whole street or section of a street may be designed with alternative options, such as extended protuberances with roll kerbs, to facilitate the provision of outdoor dining.

OUTDOOR DINING POLICY

Figure 1: Kerb Setbacks and Clear Pathways

Suitable Outdoor Dining Areas – (EAB's not required)	Major Circulation Route (1)			Other Routes		
	Eating area setback (mm)			Eating area setback (mm)		
	900			600		
• Kerbside Angle Parking Bays	900			600		
• Kerbside Parallel Parking Bays	900			600		
• Kerbside Travel Lanes	1200			900		
• Kerbside Loading and 'No Parking'						
Unsuitable Outdoor Dining Areas (EAB's are required)	Kerbside Barrier Setback	Dining Area Clearance	Total Setback Required	Kerbside Barrier Setback	Dining Area Clearance	Total Setback Required
<i>(Unsuitable relates to sites that have been associated with loss of control crashes; sites with inherent risk factors for crashes; or Major Circulation Routes which are subject to large numbers of passing heavy vehicles – refer to page.8)</i>						
• Kerbside Angle Parking Bays	600	300	900	600	0	600
• Kerbside Parallel Parking Bays	600	300	900	600	0	600
• Kerbside Travel Lanes	600	300	900	600	0	600
• Kerbside Loading and 'No Parking'	900	300	1200	900	0	900
Clear Pathways	1900mm					

(1) Julian / Whitelaw / Reid / Cowan/ Murray Street

3.6 Other Setbacks

3.6.1 Setbacks from Intersections: Setbacks from intersections are measured from the corner of the corner building. The following minimum setback are required:

- 2000mm at intersections of local streets;
- 2500mm at intersections of major and minor circulation routes with local streets; and
- 3000mm is required at intersections of major and minor circulation routes.

Where wide footpaths allow for a 2000mm clearance between the outdoor dining area and the kerb AND a 2000mm clearance between the outdoor dining area and the building, no intersection setback is required.

3.6.2 Side Setbacks / Setbacks from edges of Building Frontages (property lines): a 375mm setback is required from the side boundary of each building frontage. Side setbacks apply to all premises -- even where there is no adjoining outdoor dining area to ensure access to parking and other infrastructure.

3.6.3 Setbacks between Outdoor Dining areas: The minimum setback between adjacent outdoor dining areas is 750mm, made up of the minimum setback from side boundaries of 375mm for each side. Where an outdoor dining area exceeds 12 metres in length, a 1500mm space in the centre is required and a 3000mm space is required if the outdoor dining area exceeds 15 metres in length.

3.6.4 Setbacks from Existing Infrastructure: A setback of 1m is required from infrastructure items -- such as a seat, litter bin, light pole, fire hydrant, telephone box and post box, or street tree. These items are carefully located for the benefit of the public and will not normally be removed to accommodate outdoor dining. Opportunities for future street furniture siting will also be protected. If there are trees within the dining area, their pits (exposed root area) are to be kept free of cafe furniture.

3.6.5 Setbacks from Public Transport Stops: The footpath should not be obstructed by outdoor dining within a signed public transport zone. Outdoor dining areas should be set back 10 metres from the edge of a public transport zone to protect patrons from exhaust fumes and buses 'overlapping' the footpath and to allow free movement to and from public transport vehicles.

3.6.6 Setbacks to Access of Underground Infrastructure: Underground infrastructure includes service openings to sewerage and electricity lines, and must not be obstructed by permanent structures such as fixed ground awnings and umbrellas, or glass screens. Permanent outdoor dining items should be set back from such infrastructure by at least 1000mm to allow safe access and maintenance. Removable tables and chairs may be placed over such items.

3.6.7 Setbacks to a Construction Zone: on an adjoining building site, roadway or footpath during the period of the project: a minimum setback of 3000mm should be provided to protect patrons from possible nuisance and dangers. The Council reserves the right to cancel the Outdoor Dining Permit to ensure public safety during major construction projects.

All conditions subject to the approval by Council according to individual site conditions.

3.7 Layout Principles

- 3.7.1 Outdoor dining areas should be laid out in such a way that does not compromise existing streetscape activities, circulation requirements, resting places and traffic safety. Umbrellas and screens, for instance, should not obstruct views of main areas of street activity and significant sight lines to important landmarks, landscapes and structures in the street.
- 3.7.2 Screens, blinds, and planter boxes must not be placed where they present a barrier and subsequent danger to pedestrians crossing the street or kerbside usage by motorists. Outdoor dining items must be positioned so as to not unreasonably restrict access to service covers, or interfere with existing services.
- 3.7.3 The placement of outdoor dining furniture is to be to the Council's approval. As with all outdoor dining operations, all items should be positioned within the permitted boundaries for outdoor dining (which may be defined by markers in the pavement) and remain there as part of the permit holder's responsibility.

3.8 Tables and Chairs

Tables and chairs should be located and placed in a way that creates a functional and inviting dining environment. Sufficient room should be left between tables so as to allow ease of movement, both for patrons and waiters.

Tables and chairs should be designed to be attractive, functional and durable. Furniture of simple forms and clear lines, made of quality material and of appropriate colour is timeless, easy to maintain, and stylish.

The following principles apply:

- 3.8.1 Tables and chairs must be located within the permitted Outdoor Dining area;
- 3.8.2 Tables and chairs must be set back from the kerb or from Energy Absorbing Bollards (if required) in accordance with the distances stated in Figure 1;
- 3.8.3 Chairs should be placed so as not to back onto the roadway and 'delineation' or moveable barriers should be provided to prevent patrons and chairs falling over onto the roadway;
- 3.8.4 Tables and chairs must be set back from existing infrastructure, including street trees, lights, public furniture etc as previously defined;
- 3.8.5 A space of 4 square metres is considered appropriate for a normally dimensioned table and four chairs (2000mm x 2000mm) and a distance of 400mm should be allowed between adjoining ensembles;
- 3.8.6 The use of removable tables and chairs will be encouraged, and these must be removed outside trading hours. The use of fixed furniture will be discouraged;
- 3.8.7 The use of cheap, stackable fully extruded / moulded plastic chairs and tables is not permitted as they do not withstand prolonged and intensive use, are prone to cracking and discolouring, and feature sharp seams

and edges. Stylish, quality outdoor furniture that includes some plastic elements is acceptable;

- 3.8.8 A compliance period of 1 year from the next outdoor dining permit renewal will apply to the replacement of extruded plastic furniture. The replacement of extruded plastic furniture will be made at the owner's cost;
- 3.8.9 Tables and chairs should be light-weight to allow easy handling, and be stackable to facilitate ease of storage. However furniture selected must meet appropriate safety standards and must not be so light-weight that it might blow into access or thoroughfares, in particular road ways;
- 3.8.10 The exposure to weather should be considered in the selection of outdoor dining items, particularly seating material and covers;
- 3.8.11 Round tables are considered more appropriate in the public realm than square forms, as they do not present sharp edges and can accommodate a more flexible amount of chairs;
- 3.8.12 When placed on asphalt paving (bitumen), all tables and chairs are to have a minimum 30mm diameter pad on the base of the chair and table legs to protect the pavement surface;
- 3.8.13 All outdoor dining furniture must be kept clean, tidy and in good repair at all times.

Figure 2: Illustrations of Siting Criteria

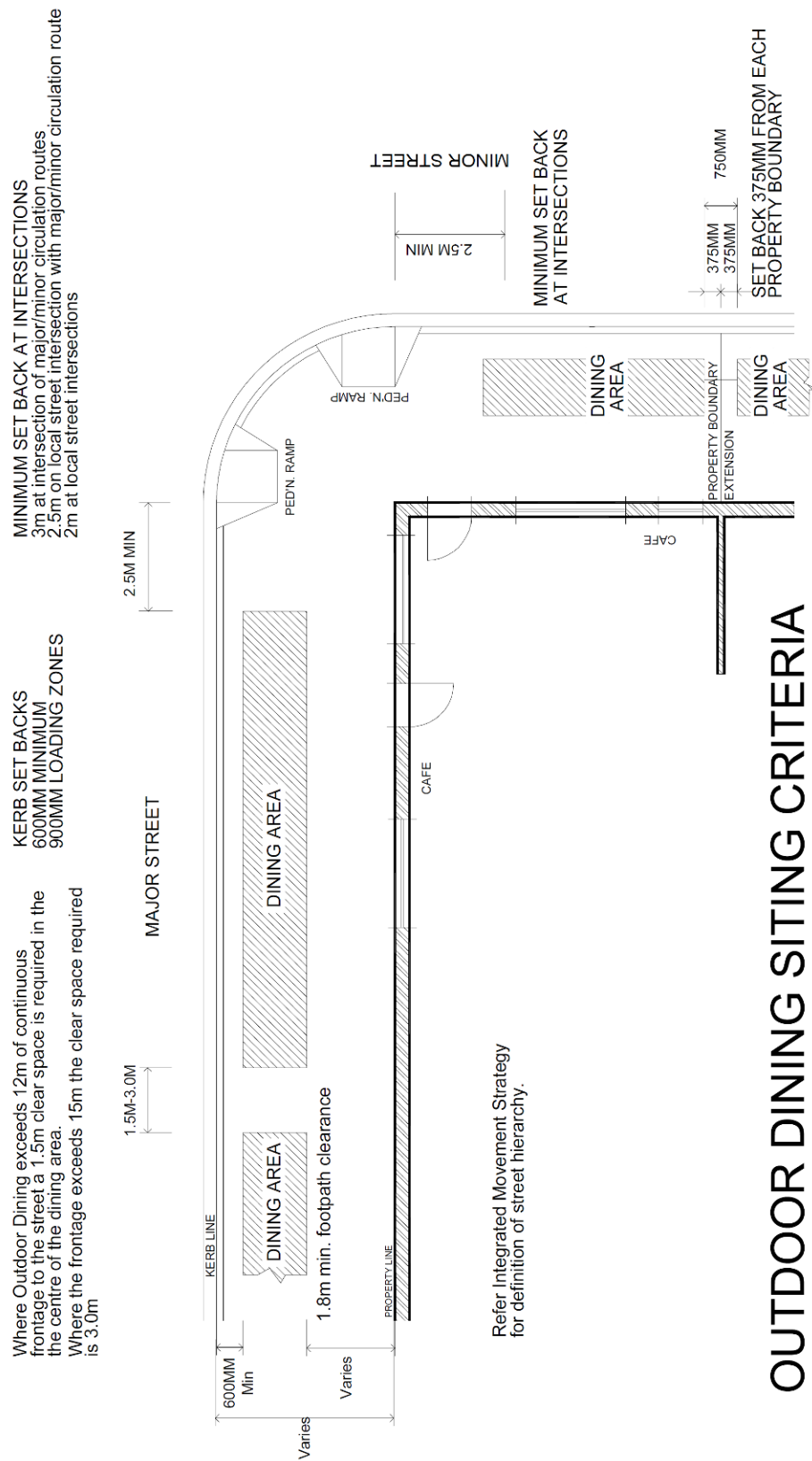


Figure 3: Illustrations of Siting Criteria

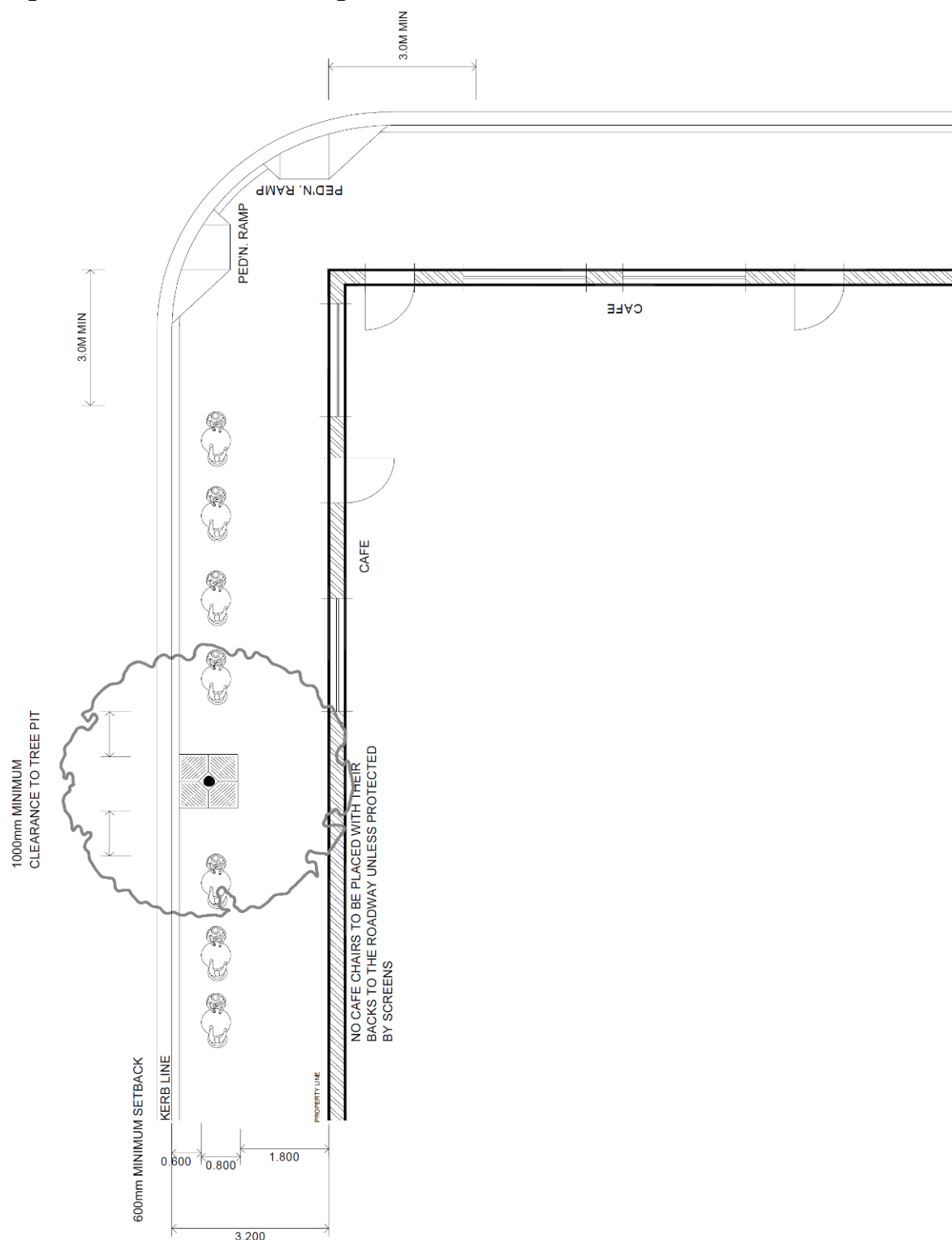
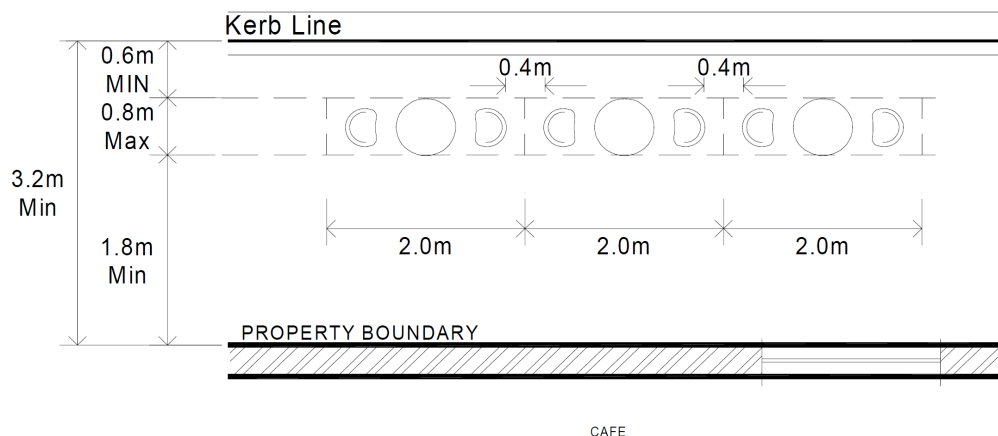
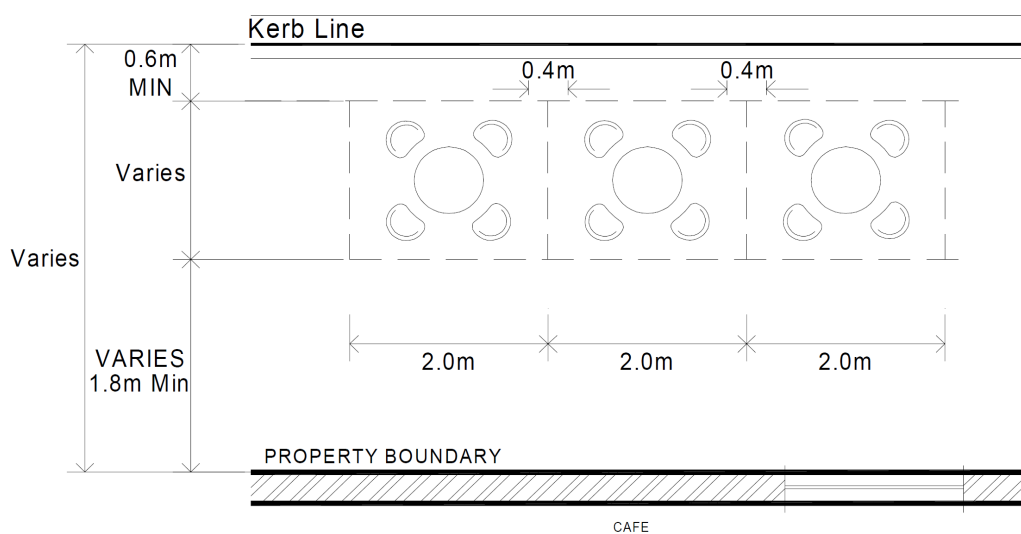


Figure 4: Typical Table / Chair Layout



**TYPICAL TABLE LAYOUT
MINIMUM DIMENSIONS
TWO CHAIRS PER TABLE
MAXIMUM TABLE SIZE 800MM DIA OR 800MMx800MM**



**TYPICAL TABLE LAYOUT
MINIMUM DIMENSIONS
MAXIMUM TABLE SIZE 700MM DIA OR 700MMx700MM**

Figure 5: Furniture Examples



3.9 Bond Payment

- 3.9.1 \$500 bond will be required to be paid, for all existing and future installations of fixed furniture to ensure that footpath cleaning is undertaken to the required standard.
- 3.9.2 If footpath cleaning is not carried out, the bond may be used by Council to undertake the required footpath cleansing. If the bond is used by Council in this manner, a further \$500 bond will be required to be lodged with Council prior to issuing of an outdoor dining permit renewal.
- 3.9.3 The bond is refundable once the outdoor dining permit has ceased to apply, and the fixed furniture has been removed at the operator's cost. If fixed furniture is not removed at the cease of outdoor dining, the bond may also be used by Council to effect this removal of fixed furniture;

3.10 Enclosures

For the purpose of this policy, enclosures are defined as vertical structures positioned to enclose an outdoor dining area, such as plastic, canvas or glass screens.

Enclosures can assist in delineating an outdoor dining area and prevent incidents such as movable items encroaching onto adjoining areas.

The following principles apply to all enclosures:

- 3.10.1 Only considered where there will not be a proliferation of canvas and/or glass screens which will result in visual clutter;
- 3.10.2 Will not be permitted where they separate the street space from the footpath space;
- 3.10.3 Must not detrimentally impact upon the significance of heritage places;
- 3.10.4 Not permitted adjacent designated bus stops, taxi ranks, loading and drop off (no parking) zones;
- 3.10.5 Should occupy no more than a third of the total length of a street;
- 3.10.6 Enclosures must be designed to be of lightweight construction and be de-mountable to ensure easy access to underground services and footpath construction and maintenance;
- 3.10.7 Complete enclosure of an outdoor dining area is not permitted though enclosures can be applied to three sides, with the side facing the footpath left open where protection from weather is required;
- 3.10.8 Screens are only to be installed for weather protection and are not to be solely for the definition of the outdoor dining area;
- 3.10.9 Where an adjacent outdoor dining area already has permanent glass screens or plastic blinds at right angles to the kerb, a doubling up of screens will not be permitted;
- 3.10.10 Enclosures should only be considered where appropriate shelter cannot be ensured by other means such as verandas, street trees or umbrellas,
- 3.10.11 Where full height enclosures (plastic screens) and permanent enclosures (glass screens) are considered development under the ***Planning, Development and Infrastructure Act 2016*** they are subject to development approval. Enclosures will only be allowed where they do not present a safety risk, in relation to pedestrian movements and vehicle sight lines, particularly on corners; Any enclosure, such as

temporary or permanent screens, must be no more than 1500mm high (except for plastic blinds), and 300mm clear of any veranda roof or balcony. It cannot form a full height wall;

- 3.10.12 The minimum required distance from the kerb line is 600mm;
- 3.10.13 Minimum setbacks of 1000mm from buildings, trees and street furniture are required;
- 3.10.14 300mm clearance from the ground is required to allow footpath cleaning and stormwater run-off;
- 3.10.15 Positioning which allows for pedestrian amenity, including refuge from traffic, i.e. access to the footpath from the road after crossing or parking;
- 3.10.16 Where outdoor dining areas have permanent or temporary enclosures, and between adjoining outdoor dining areas with permanent or temporary enclosures, a 1500mm 'gap' is required each 8 metres;
- 3.10.17 Setback from infrastructure and street furniture are required at a minimum 1000mm, and 1800mm from pedestrian crossings;
- 3.10.18 Any enclosure must be aligned parallel to the kerb line, and returns to the depth of the outdoor dining area only are allowed;
- 3.10.19 The costs and installation, erection of the enclosure will be solely at the applicant's cost,
- 3.10.20 Enclosure by way of screens (in particular PVC blinds) may constitute "enclosed space" and trigger a smoking ban, pursuant to the State Government Tobacco Products Regulation Act 1997. They must be designed and located in accordance with any government legislation associated with passive smoking in outdoor areas (such legislation is to take precedence should a conflict arise). Permit holders should contact the State Government's Department of Health for more information and advice,
- 3.10.21 Their form and structural strength are to be adequate to meet functional requirements, including wind loads, resistance to vandalism and impact from pedestrians;
- 3.10.22 Permit holders are required to maintain them in good order. Screens that become marked or opaque must be removed and replaced at the permit holder's cost;
- 3.10.23 Must be positioned so as to allow for pedestrian amenity, including refuge from traffic, and with regard to traffic sight lines, particularly on corners.

3.11 Glass Screens

Permanent enclosures are permissible only in the form of glass screens. These can provide protection for diners from noise, rain and wind.

Where approval, is required under the ***Planning, Development and Infrastructure Act 2016*** it is subject to individual assessment, based on specific pedestrian and traffic requirements of the location.

Glass screens must meet the following additional design requirements:

- 3.11.1 Must not obscure visibility;
- 3.11.2 Glass screens shall have a maximum height of 1500mm and a minimum clearance from the pavement of 300mm;

- 3.11.3 Screens greater than 900mm in height should be constructed of a durable and transparent material;
- 3.11.4 Materials used should not generate an unreasonable level of glare for motorists;
- 3.11.5 To avoid cluttering the street, screens are to be simple in design and should not appear as a decorative element;
- 3.11.6 A horizontal contrasting colour strip must be provided on the glass screen approximately 1400mm above the footpath to be visible for vision impaired people.

3.12 Plastic Blinds

Plastic blinds can assist in providing temporary weather protection for outdoor dining patrons, however their inappropriate use (including excessive use) can have a detrimental impact on the character, quality, safety and function of streetscapes.

The following are additional requirements for the placement of plastic blinds:

- 3.12.1 Plastic blinds must be of clear, quality plastic and must not be coloured or decorated;
- 3.12.2 Should complement existing verandahs and canopies and must avoid cluttering the street and be kept simple and not appear as a decorative element;
- 3.12.3 A clearly marked contrasting colour strip on the plastic blind at approximately 1400mm above the footpath is required to ensure their visibility to vision-impaired people;
- 3.12.4 Plastic blinds must be fixed firmly in position when down to avoid extensive 'flapping', and so that any sharp exposed plastic edges are protected. Ground level restraints have to be designed and constructed so as to avoid hazardous situations;
- 3.12.5 Blinds must be fixed to the underside of the canopy;
- 3.12.6 Plastic blinds must be rolled up or removed outside trading hours and when the weather does not warrant their use.

3.13 Canvas Screens

Council approval of freestanding canvas screens will be considered on a case by case basis assessed according to available space, the existing built form, streetscape character, street activity and traffic conditions and requirements.

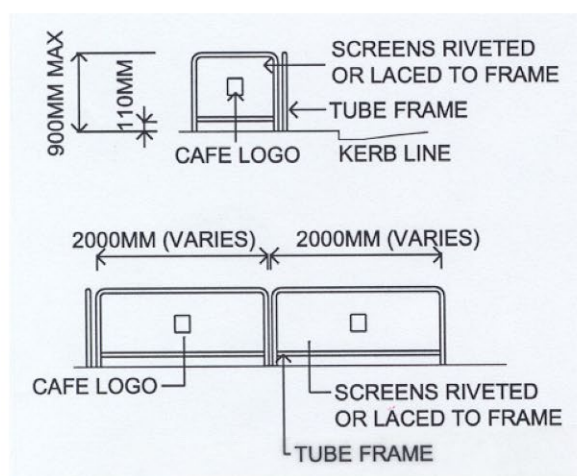
The following design principles apply:

- 3.13.1 Canvas screens must be removable, and therefore of a light weight frame, easily installed and de-mounted, and securely fastened during periods of use;
- 3.13.2 Canvas screens must not exceed 900mm in height;
- 3.13.3 Minimum distance from the kerb line 600mm;
- 3.13.4 Setbacks from buildings and street furniture or public infrastructure minimum 1000mm;
- 3.13.5 Canvas screens should be of a single primary colour;
- 3.13.6 Positioning which allows for pedestrian amenity and access, including refuge from traffic;

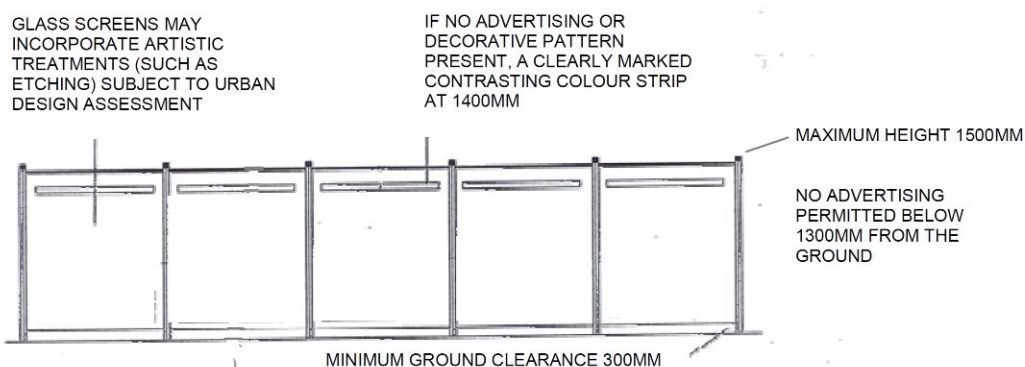
- 3.13.7 They cannot be located adjacent designated loading zones;
- 3.13.8 Where outdoor dining areas have temporary canvas screens, and between adjoining outdoor dining areas temporary canvas screens, a 1500mm 'gap' is required each 8 metres;
- 3.13.9 They must be removed after trading hours.

Figure 6: Illustrations of Design and Appearance Principles

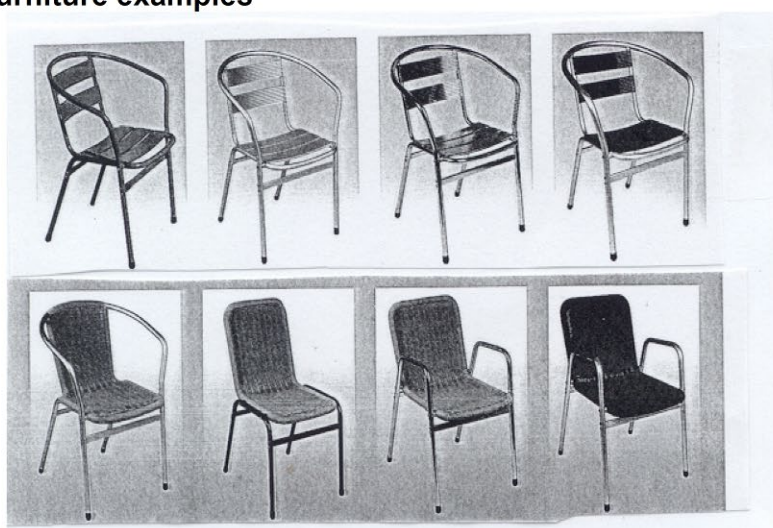
(i) Canvas Screens



(ii) Glass Screens



(iii) Furniture examples



3.14 Permanent Structures

Permanent structures may occur in the form of compatible additions to existing verandas, separate lightweight 'canopies', or permanent umbrellas. Permanent structures such as umbrellas, 'sails', awnings, 'gazebos' and permanent canopies are discouraged. However they may be used in locations where the footpath is at least 6m wide and in which no verandas, canopies or street trees provide adequate shelter over the outdoor dining area.

They should be used to delineate an activity 'node' such as a gathering place, and are considered most likely to be acceptable in larger public spaces. Such structures are required to be legible as part of the street as 'public open space' and must not 'privatise' the public realm.

They must be designed and constructed to engineering standards, and their approval under the Planning, Development and Infrastructure Act 2016 is required. Issues such as stormwater management, fire safety, protection of streetscape and heritage character, and engineering standards have to be addressed.

The following principles apply:

- 3.14.1 Should be of a high quality contemporary design and should be designed to form an integral part of the streetscape character and desired future character of the area;
- 3.14.2 All setback and clearance requirements apply, permanent structures should be set back from the kerb by a minimum of 600mm and setbacks to other existing infrastructure of 1000mm are required. Shade structures should be set back from pedestrian ramps by at least 2000mm to allow safe access;
- 3.14.3 Permanent structures must be designed and placed so as not to create obstacles to pedestrian movement or obstruct motorist's sight lines, particularly at pedestrian crossing points;
- 3.14.4 Permanent structures must be placed in a way that does not compromise the health of street trees, unreasonable pruning or removal will not be permitted;
- 3.14.5 They should be of lightweight construction, must achieve a minimum clearance of 2100mm from the lowest point to the footpath, and must not exceed more than 3500mm in height;
- 3.14.6 Both the structure and surfaces should be of matte, neutral colours and not detract from existing streetscape elements, including built form and landscape. Highly reflective surfaces are not permitted;
- 3.14.7 Any permanent structures must be maintained in safe and good condition by the applicant, and must not restrict public access at any time;
- 3.14.8 Permanent structures must collect and safely discharge stormwater away from pedestrian areas, and should be connected to the public stormwater system;
- 3.14.9 Individual landscaping associated with shade structures, such as pavement art or creepers / vines may be considered subject to Council approval;
- 3.14.10 Should not restrict public access, nor detract or restrict views of significant sight lines, buildings and landmarks.

3.15 Umbrellas

Removable umbrellas may be used to provide shade from sun, and shelter from wind and rain. They should be used only where existing shelter (such as verandas, canopies or trees) is inadequate. Permanent umbrellas are considered 'permanent structures'.

Umbrellas must be removable but properly secured on the pavement to prevent blowing over in strong winds when in the footpath. Footings for umbrellas must be designed and constructed so as not to pose a hazard in the footpath after removal of the umbrella, and specification of the footings must be provided as part of the application.

The following location and placement requirements apply to the use of umbrellas:

- 3.15.1 Umbrellas should be placed with regard to existing infrastructure such as trees, canopies and verandas;
- 3.15.2 Umbrella canopy edges are to be set back at 300mm minimum from the kerb so as not to conflict with moving traffic;
- 3.15.3 Umbrella canopies may extend a maximum of 300mm over the outdoor dining area boundary facing the footpath;
- 3.15.4 Umbrellas must be removed and safely stored outside trading hours.
Umbrellas are not to obscure or impede pedestrian or vehicle visibilities. Highly reflective surfaces are not permitted;
- 3.15.5 Umbrellas must achieve a minimum clearance for unyielding components from their lowest point to the footpath surface of 2100mm, however yielding components such as fringes, may extend lower than 2100mm;
- 3.15.6 Umbrellas must be securely fastened to the footpath while in use. The fixing mechanism (i.e. sleeve) must not pose a hazard to pedestrians, and must be completely removed outside trading hours or be designed to be flush with the footpath surface. Details of how this is proposed are to be submitted with the application for an Outdoor Dining Permit;
- 3.15.7 Umbrella canopies should be of a high quality material, such as canvas, and of neutral colours. Artistically designed canopies may be considered if considered part of a streetscape 'theme' and if supported by the relevant Local Area Development group or Traders Association. Plastic canopies are not permitted;
- 3.15.8 A compliance period of 1 year from the next outdoor dining permit renewal will apply to the removal of umbrellas that do not comply with the minimum height requirements specified above. The removal of non-complying umbrellas will be made at the owner's cost.

3.16 Energy Absorbing Bollards

Energy Absorbing Bollards may be required in certain locations to shield outdoor dining areas from out-of-control vehicles. If it is determined that additional safety protection is required for an outdoor dining area, the Council will nominate specific Energy Absorbing Bollards that are designed to have a maximum crumpling force of 30G at 60km/hr on decelerating vehicles (and their occupants).

Commonly used bollards are unsuitable for this purpose, as many traditionally used constructions prove hazardous to patrons in crash situations: hollow

bollards do not provide a barrier, cast iron bollards may send shards flying, and steel tubes may bend and launch a car when hit by a vehicle.

The bollards will be installed to the manufacturer's standards and at applicants' cost. The proponent will pay the cost of the supply and installation of the bollards for outdoor dining purposes.

The following location and placement requirements apply to the use of bollards:

- 3.16.1 Bollards must be set back from the kerb as specified in Figure 1, dependant on the location of the outdoor dining area;
- 3.16.2 Outdoor dining furniture must be further set back from the bollards as also shown in Figure1;
- 3.16.3 The spacing of bollards should provide adequate protection of outdoor dining areas from out-of control cars. Spacing of 1200mm is considered to provide adequate protection;
- 3.16.4 The selection of colour and style of bollards should complement existing streetscape character and will be specified by Council.

Figure 7: Screen and Removable Umbrella Examples



(The above photographs are indicative only and are only to illustrate examples of various screens and umbrellas. They do not represent an approved form of outdoor dining)

3.17 Planter Boxes

Planter boxes may be used to provide further definition of outdoor dining areas, as well as contributing variety and colour in the street.

Styles of planter boxes proposed are to be approved by Council prior to installation. Unique designs may be appropriate and where located in an established 'main street' or local area development precinct are recommended to be developed in liaison with the street's Trader Association or Local Area Group.

The following location and placement requirements apply to the use of planter boxes:

- 3.17.1 The physical appearance of planter boxes, including material and style, must be consistent with the streetscape character and other street elements;
- 3.17.2 Planter boxes should be located along the perimeter of the outdoor dining area, parallel along the kerb and perpendicular to the kerb at the end of an outdoor dining area;
- 3.17.3 Planter boxes must be set back from the kerb a minimum of 600mm;
- 3.17.4 Planter boxes should be located so as to allow pedestrians to move between items, and a distance of 1m is required from all existing infrastructure items (including street trees, street furniture, phone boxes etc);
- 3.17.5 Where planter boxes are used in groups to define outdoor dining areas, they are considered as 'enclosures' and a 1500mm space is required every 8m and between adjoining areas with planters;
- 3.17.6 Planter boxes should be placed to achieve a minimum gap of 300mm between them, and sufficient distance to the tables and chairs;
- 3.17.7 A 1m clearance is required from all service access covers, to allow easy access;
- 3.17.8 Where irrigation is provided, approved back flow prevention devices are required, pursuant to SA Water Regulations. Water supply lines are to be UPVC, and placed underneath the footpath, at a depth of 300mm;
- 3.17.9 Planters should be designed so as not to discharge overflow onto the footpath, or be connected to the sewerage system, pursuant to the Environmental Protection Authority's Storm Water Pollution Prevention Code of General Practice for the General Community;
- 3.17.10 Overflow from irrigation systems or hand watering must not discharge into the stormwater system, stain pavements, or cause a safety hazard for pedestrians;
- 3.17.11 The form and structural strength must be adequate to meet functional requirements, including resistance to vandalism and impact from pedestrians;
- 3.17.12 Durable materials able to withstand harsh treatment should be used to maintain their appearance and structural integrity. Plastic is not permitted;
- 3.17.13 They must not have sharp corners or edges;

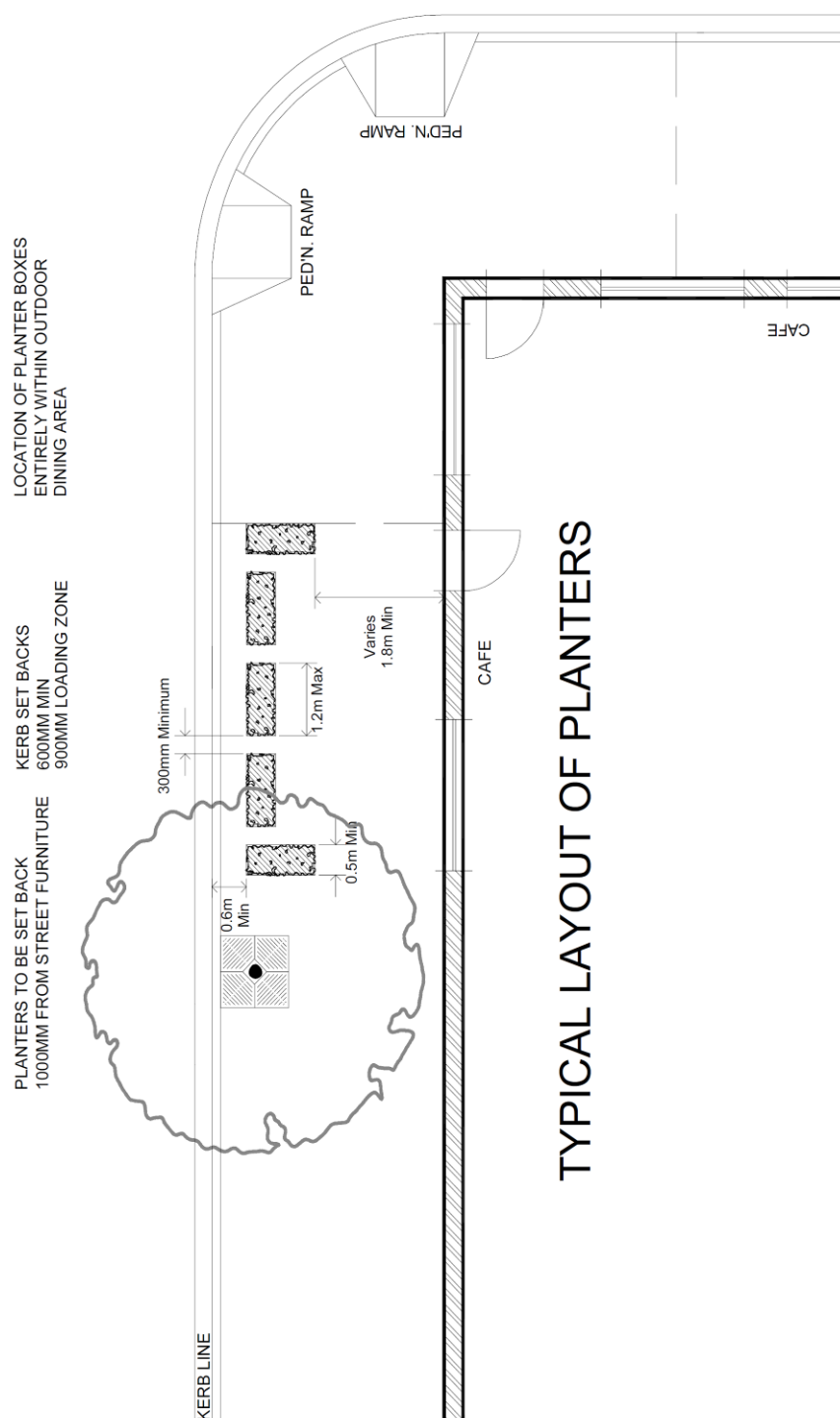
- 3.17.14 Their physical appearance, including materials and style, should be of a high quality and be complimentary to the streetscape character and other street elements;
- 3.17.15 The boxes may be of a variety of sizes, although a minimum width of 500mm is recommended. They may each not exceed 1200mm in length, and their height, including plants, is not to exceed 1200mm above the footpath;
- 3.17.16 Planter boxes must be elevated a minimum of 20mm above the pavement to allow for drainage;
- 3.17.17 Plant species must be suitable in terms of form, shape, hardiness and ability to be maintained, and a list of proposed plant species should be submitted at the time of applying for a permit;
- 3.17.18 It is the permit holder's responsibility to maintain and clean planter boxes regularly, and to maintain the plants according to the species' needs. Plants should be pruned so that they do not exceed the maximum allowed height, or spread in such a way that impedes use within and around the outdoor dining area. Empty planter boxes must be removed or replanted immediately;
- 3.17.19 Failure to keep planter boxes maintained to an acceptable standard will result in the permit holder being directed to remove them;
- 3.17.20 Plant material should preferably be placed directly into the boxes. Where plants are contained within plastic pots, care should be taken to avoid larger voids (which may attract littering) and precautions should be taken against the possibility of theft;
- 3.17.21 The plants must not be removed from the Planter Boxes after trading hours, as empty boxes are unsightly and may attract littering and undesirable behaviour.

Figure 8 Suggested Plant Species List for Planter Boxes

(This list contains names of plant species that are suitable for planter boxes in outdoor dining areas. The list is intended to be a sample only, and is not considered to be a definitive listing)

BOTANICAL NAME	COMMON NAME
<u>PLANTS FOR SUN:</u> Hebe speciosa Hypericum x moserianum Rosmarinus officinalis Agapanthus orientalis Rosa species (ground cover varieties) Lavandula sp Gardenia radicans Pelargonium sp Coleonema pulchrum Erigeron hybridus Thymus sp. Felicia amelloides Correa sp Hardenbergia violacea Dianella revoluta	Veronica Rose of Sharon Rosemary Agapanthus Rose Lavender Gardenia Geranium Diosma Fleabane Thyme Seaside Daisy Correa Happy wanderer Dianella
<u>PLANTS FOR SHADE:</u> Buxus microphylla Trachelospermum jasminoides Clivea mineata Liriope muscari Viola hederaceae Aspidistra elatior Einadia nutans Correa reflexa	Box Star Jasmine Kaffir Lilly Liriope Native Violet Cast Iron Plant Nodding saltbush Correa

Figure 9: Typical Planter Box Layout



3.18 Gas Heaters

If gas heaters are proposed, Industry approved high quality gas heaters that conform to the relevant Australian Standards must be used. Information on the design approval of the item must be provided at the time of the Outdoor Dining application.

3.18.1 Gas heaters must be self-contained and may be free standing but securely fixed and stable. They must conform to appropriate industry standards and Occupational Health and Safety requirements;

3.18.2 Installation and operation of gas heaters should be in accordance with AS 4565-2001 (AG 405) Radiant Gas Heaters;

3.18.3 They must be placed within the outdoor dining permit area and not impact on any clearances and setbacks specified for outdoor dining;

3.18.4 Gas heaters must not be placed where they may pose a safety or fire hazard, including in close proximity to plastic blinds;

3.18.5 If freestanding, they must be removed outside of trading hours.

4 MANAGEMENT

An important part of running an outdoor dining facility is for the permit holder to take full responsibility for their care, appearance, maintenance, and effect on other street life.

Hygiene is essential, including the courteous clearing and cleaning of tables quickly after patrons have departed, cleaning up of any litter, putting chairs back in place and preparing to welcome the next guests.

This 'good practice' adds to the attractiveness of a cafe and is noticed by visitors. Along with friendly, efficient service, quality food and drink, and reasonable prices, maintenance of the outdoor dining area is part of a high standard of service.

It must be understood that outdoor dining areas remain public spaces. This means their operators and patrons do not have exclusive occupancy of the area, including the use of tables and chairs. While this can sometimes be a contentious issue, proprietors must not display signs that declare the furniture to be available only to customers.

4.1 Maintenance and Cleaning

Having been granted a permit for an outdoor dining area the applicant is required to comply with all health and maintenance aspects of the entire operation, including the conditions of the Outdoor Dining Permit.

Specific issues are:

4.1.1 Tables and chairs have to be arranged as in the agreed layout;

4.1.2 Permits for appropriately located existing fixed tables and/or chairs will be renewed only where the operators enter into agreements with Council regarding the standards of maintenance, footpath cleaning, and future removal of the items;

4.1.3 Appropriate litter containers must be placed at or on all dining tables;

4.1.4 Street furniture, including plants in their boxes, must be kept in a safe and well maintained condition at all times;

4.1.5 The outdoor dining area must be regularly cleaned for both hygiene and presenting a continuous well cared for image. Permit holders are responsible for cleaning furniture, their part of the pavement, and the adjacent footpath. Regular sweeping is required;

- 4.1.6 No waste material, including sweepings, are to be disposed of into the gutter;
- 4.1.7 Where outdoor dining areas adjoin nature strips or garden areas, operators have to ensure that all waste from their premises is promptly removed.

Failure to comply with the conditions of an Outdoor Dining Permit may result in the permit being either revoked or not renewed. Appropriate notice will be given to permit holders in such cases, according to Council's endorsed compliance procedures.

4.2 Markers

Use of an outdoor dining area including its furniture, plants and planter boxes, must be contained within its approved boundaries. These should be designated by pavement markers that will be installed by Council officers. Normally, the corners of the area are marked by means of a circular metal disk set flush with the pavement, although additional markers may be required in complex situations. Tactile pavers must not be used.

4.3 Removal of Furniture

An outdoor dining area must be vacated of all outdoor dining infrastructure (including fixed items) in events such as approved street functions or civic works. Where possible, 3 weeks' notice will be given but shorter time frames may be required. All outdoor dining infrastructure must be removed within 3 weeks of cease of the cafe business. Removal of outdoor dining items is at the permit holder's expense.

Removable items such as tables, chairs, umbrellas, gas heaters and other furniture (except approved permanent fixtures such as fixed tables, planter boxes or glass screens) must be removed from the footpath at the close of each day's business, for the following reasons:

- 4.3.1 outdoor dining furniture appropriates public space after the private use has ceased;
- 4.3.2 limits other uses of the footpath such as markets, events, audiences of parades etc;
- 4.3.3 creates clutter on the footpath;
- 4.3.4 represents obstacles for the vision impaired when not in use;
- 4.3.5 furniture items left outside weather rapidly and collect dirt and grime; and
- 4.3.6 to allow for industrial cleaning of the footpath.

Removable items have to be removed within 24 hours of notification by Council or Service Authorities to allow street cleaning, servicing and maintenance work to occur.

4.4 Consumption of Alcohol

Applicants are required to advise if they are applying for a liquor licence. An application for the consumption of alcohol at an outdoor dining area must be made initially to the Corporation's Environmental Health Unit, and subsequently to the Office of the Liquor Licensing Commission. Alcohol can only be served and consumed in the area designated.

Should the Outdoor Dining Permit lapse or be revoked, the Liquor Licensing Commission will be advised immediately.

4.5 No Smoking

Any applicant for an Outdoor Dining Permit must agree to ban smoking in within the designated Outdoor Dining Area.

The applicant is to acknowledge that they understand this measure has been taken to ensure that no person is forced to breathe in second hand tobacco smoke or have it interfere with their dining experience or workplace environment.

The applicant will agree that smoking is not permitted within two (2) metres of an Outdoor Dining Area.

To qualify for an Outdoor Dining Permit applicants must agree to their designated Outdoor Dining Area being a No Smoking area and must agree to refuse service to any person not complying with this measure and must ask such persons to leave the designated Licenced area should they not refrain from smoking.

4.6 Stormwater Management

The Environmental Protection Authority's *Storm Water Pollution Prevention Code of General Practice for the Community* requires:

Wash down Water

Do not hose down or in any way discharge waste water or wash down water from the cleaning of open air stalls, shop frontages, outdoor restaurant areas and the like to the stormwater system. Dry sweep, and collect and dispose of solid wastes as far as possible. Wet clean by mopping with waste water discharged into the sewer. Contractors are available who steam clean paved surfaces and vacuum the waste water to a holding tank prior to disposal to the sewer.

Where waste water is to be disposed into a sewer, it will be necessary to complete an Application to Discharge Trade Waste Form, available from the SA Water www.sawater.com.au, for further details.

4.7 Toilets

The capacity of toilets within the adjoining/supporting premises must be verified as adequate for the combined outdoor and indoor dining areas of the premises applying for an Outdoor Dining Permit. The provision of sanitary facilities is regulated by the Building Code of Australia Part F2. The Code requires that sanitary facilities for the public have to be provided if the premises accommodate more than 20 persons.

Accordingly, customer toilets have to be provided if the total number of customers provided for (combining indoor and outdoor areas) exceeds 20, and in that case Outdoor Dining will only be permitted where such premises have appropriate toilet facilities on site available for their patrons. The requirement for the number and type of facilities' increases with the number of patrons served, and is outlined in the Code's Table F2.3.

Liquor licensing laws also stipulate that if a liquor licence is held, the provision of toilets for patrons is mandatory, regardless of seating capacity.

4.8 Lighting

Adequate lighting must be provided where outdoor dining occurs outside daylight hours, to ensure safety and amenity for patrons and pedestrians.

It is the permit holder's responsibility to provide additional lighting to that already on the street, if necessary and to Council requirements. No freestanding lighting will be permitted, while details of external lighting are to be provided for approval. All lighting must be vandal resistant, glare free, and designed to the relevant Australian Standards.

All external electrical works are to be undertaken by a licensed electrician.

4.9 Animals

Animals traditionally have not been allowed in restaurants and other eating places within the public realm in Australia. Animals and dogs in particular are however, allowed in restaurants in Europe, provided that they are well behaved, under the table and are not fed within the restaurant. Enabling animals to sit quietly underneath or beside tables in outdoor dining areas provides pet owners with additional freedom.

It is considered that a person who chooses to eat at an outdoor dining area is aware of the risk of potential contamination from fumes, cigarette smoke, exhaust, animals etc. Therefore if he/she has a problem with the animal they will take appropriate steps to eat elsewhere or complain to the management.

Accordingly so long as animals are under the control of the owner and are not making a nuisance or being fed within the outdoor dining area they should be allowed at the discretion of the outdoor dining permit holder.

5. REVIEW AND EVALUATION

The Policy will be reviewed after each general election of Council and may be reviewed at any time.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

6. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211

Email: council@gawler.sa.gov.au

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East

Letter: PO Box 130, Gawler SA 5118

7. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre - 43 High Street, Gawler East or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.