

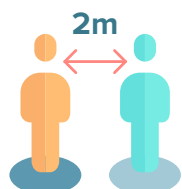


## Outdoor Dining Planning Guide

### Step 3 COVID Roadmap to Recovery

As regional Victoria including Greater Shepparton prepares to re-open and further activate our businesses due to moving to Step 3 of the Victorian Government's coronavirus roadmap to recovery, Greater Shepparton is here to make it as easy as possible for hospitality businesses to either start or expand their outdoor dining footprint to maximise the number of customers that are able to dine-in.

As you would be aware, under the Third Step of the roadmap hospitality businesses are able to serve customers:



**Outdoors**, with a cap of 50-seated patrons per venue and an updated 'two square metre' density limit in place.



**Indoors**, venues can open with a cap of 10-seated customers per space – with up to two spaces per venue – and in line with the existing 'four square metre' density rule.

To support outdoor dining, Council in partnership with our hospitality businesses are able to explore areas may be able to expand along the footpath or in some instances you may be able to make temporary use of adjacent car parks, partial road closures or closure of an alleyway, particularly if you are part of a group of neighbouring hospitality businesses. We all need to think a little differently and creatively, and Greater Shepparton is ready to support you to do this.

There will still be some requirements that need to be met to ensure the safety of everyone and the process will be a little different for most businesses due to their unique circumstance, however we have a dedicated team of staff to help you through the process and make it as seamless and quick as possible.

All the information you need to either extend or get your outdoor dining started is detailed in this guide.

If you have any questions or even just want to chat about your options please contact the Council's Building, Planning and Compliance Team by calling **5832 9700** or emailing [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au) and our staff will arrange a time to meet with you and discuss how we can make it happen.

# 1. Planning

## Licensed Areas

**For a New Licensed Outdoor Dining Area** – A Planning Permit is required.



**Lodge an online Planning Application via the following URL:**  
**[eservices.greatershepparton.com.au](https://eservices.greatershepparton.com.au)**

Planning Applications must be accompanied with the following

- redline plan;
- hours of operation;
- consent from owner occupiers of building abutting the additional space they will occupy; and
- a full copy of title

**For an Extension to an Existing Licensed Outdoor Dining Area** – An Amended Permit is required.



**Download an Application to Amend a Planning Permit form from**  
**[greatershepparton.com.au/planning-forms](https://greatershepparton.com.au/planning-forms)**

Amended Planning Applications must be accompanied with the following

- redline plan;
- hours of operation;
- consent from owner occupiers of building abutting the additional space they will occupy; and
- a full copy of title

Submit completed amend a planning permit form and above attachments to [council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

## Non - Licensed Areas

No Planning Permit Required

If you require any assistance for a planning permit or amendment to a planning permit please contact Braydon Aitken (Team Leader Statutory Planning) on **5832 9730**.

## 2. Local Laws

For all enquiries regarding outdoor dining on Council plan please contact Patricia Garraway (Team Leader Support and Compliance) on **5832 9730**.

Compliance Officers will make contact with customers within 24 hours to outline the process, send the information pack and if required undertake a site visit to assess the site and provide guidance with options that are available.

### Application Form

**For New Outdoor Dining Areas** – An Application Form is required including the details below in Applying for a new or extended outdoor dining permit.



[Download Permit Application Form - Outdoor Dining on Council Land from  
greater-shepparton.com.au/outdoor-dining](https://greater-shepparton.com.au/outdoor-dining)

**For an Existing Outdoor Dining Area** – No Application Form is required; however, the details below in Applying for a new or extended outdoor dining permit must be submitted.

### Applying for a new or extended outdoor dining permit

The permit applicant must:

- Submit a site plan that shows the dimensions of the proposed outdoor dining area (designated area) which indicates:
  - Setbacks from shop frontage, kerb and site boundaries
  - Setbacks from any existing elements such as street trees, light poles veranda posts, rubbish bins, parking meters, street furniture, etc
  - Location of parking and loading bays
  - Proposed positioning of umbrellas, patio heaters etc
  - Details of all furniture to be included [ie description and number of tables/chairs], photos and dimensions
  - Details of the dimensions, materials and fixing methods of the screens/barriers
  - Details of any sign writing to be included on the screens (No advertising of alcoholic products, including branding is permitted on screens).
- Current Certificate of Currency \$20M
- Approved Red Line Plan (from VCGLR)
- Written consent from neighbouring owners and occupiers if the area being used is extended in front of adjoining properties



[View Councils Outdoor Dining Policy at  
greater-shepparton.com.au/outdoor-dining](https://greater-shepparton.com.au/outdoor-dining)



### 3. Application, Assessment and Approval

Completed Applications are to be emailed to  
[council@shepparton.vic.gov.au](mailto:council@shepparton.vic.gov.au)

Once these are received, a dedicated officer will review the details and forward the fully completed application to the inspection officer for assessment.

If the application is satisfactory, a conditional permit will be issued.

Once a conditional permit is issued, the applicant can commence work immediately, and the work must be completed within 30 days.

Once notified that the required work are complete, a final inspection will be carried out and a permit issued.



## 4. Barriers and Designated Areas

### Permanent Barriers

- Permanent Barriers must be transparent, using glass or an approved alternative such as steel or mesh see examples below.
- Permanent Barriers must be fixed to the footpath to the satisfaction of the Council. Dyna bolts are a suitable solution in fixing barriers.
- Permanent Barriers must not exceed 1.5 metres in height.
- All screens need to be of a design which promotes safety. Clear screens are provide optimum visibility and will avoid dark hiding spaces after hours.
- Glazed panels should have a 75mm high contrasting line, or similar, located at a height between 900mm and 1000mm above the footpath.
- No advertising of alcoholic products, including branding of alcohol is permitted on screens
- Where the designated area is extended in front of neighbouring properties, temporary barriers will be required in these instances. Permanent Barriers will not be approved.

### Temporary Barriers

- Temporary barriers must be removable and must be removed each day along with furniture, patio heaters and umbrellas.
- Temporary barriers with base plate must be fixed to the footpath to the satisfaction of the Council. Socket and gibb key or bolted with knock inns and bolts are a suitable solution in fixing temporary barrier.
- Temporary barriers are to be to a maximum height of 0.9 metres and are to be secured and taut at all times that they are in place.
- No advertising of alcoholic products, including branding of alcohol is permitted on screens
- Where the designated area is extended in front of neighbouring properties, temporary barriers will be required in these instances. Permanent Barriers will not be approved.

### Designated Area

- All outdoor dining areas will have a defined 'designated area'. The 'designated area' is the area within which all furniture, including screens must be restricted to. The 'designated area' will be determined by the Council after taking into consideration all the features of the area, such as, but not limited to, the proximity to intersections, major roads, loading zones, clearways, angle parking, trees along with the impact on adjoining premises, the width of the footpath and the available pedestrian and disability access.
- To maintain sight lines at intersections, the designated area will be set back at least 2 metres from property title boundaries at intersections or more if specified by the Council.
- At least 1.8 metres, between the shop front and all screens and furniture, must be maintained at all times to ensure clear and continuous access for pedestrians.
- A minimum setback of 0.8 meters from the kerb is required.
- To provide safe pedestrian access, a gap of 0.750 metres must be provided from each property boundary to provide a minimum gap of 1.5 metres between designated areas on adjoining properties (unless an extended designated area has been approved).



### Permanent Barrier – Example



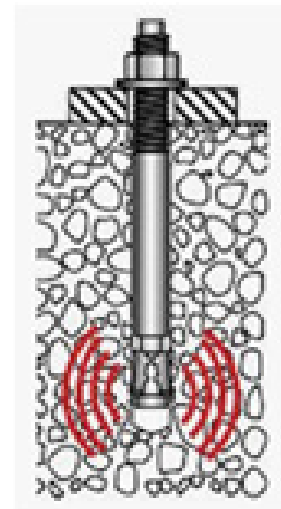
### Socket and Gibb key



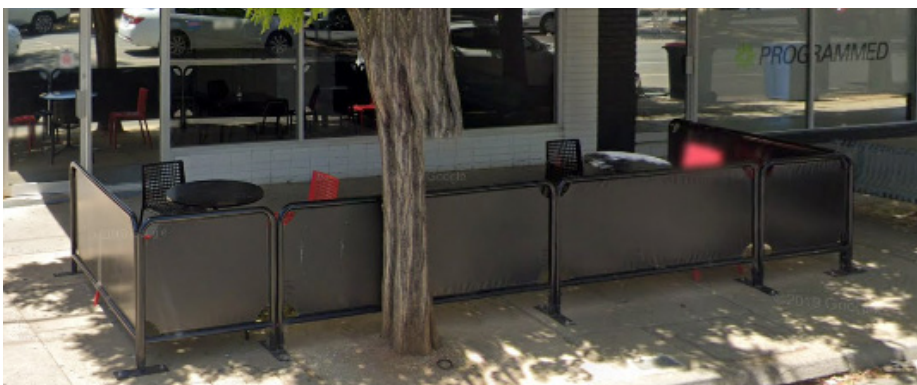
### Temporary Barrier - Example



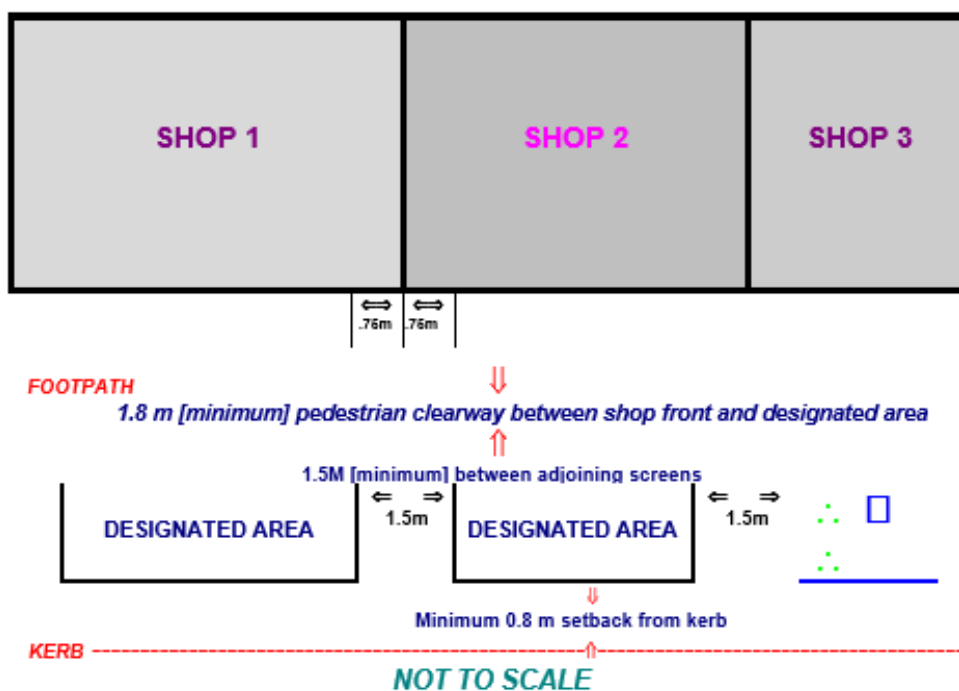
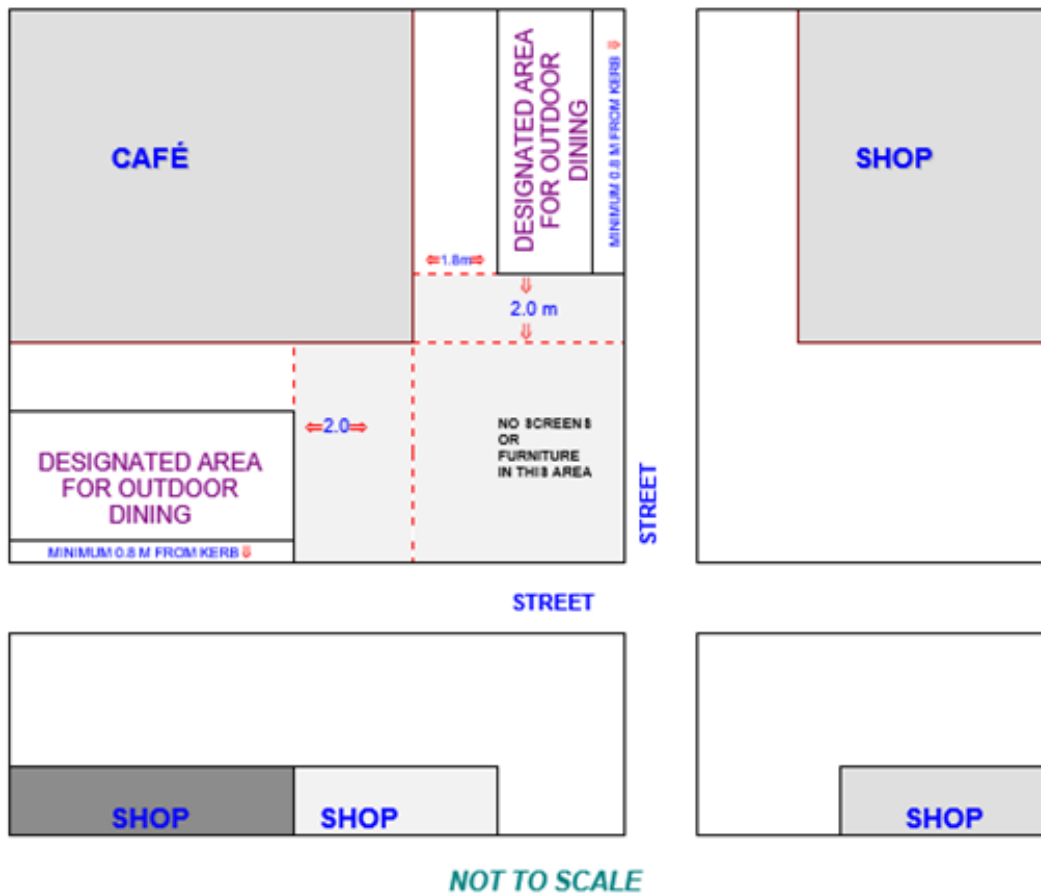
### Knock inn and bolt anchor

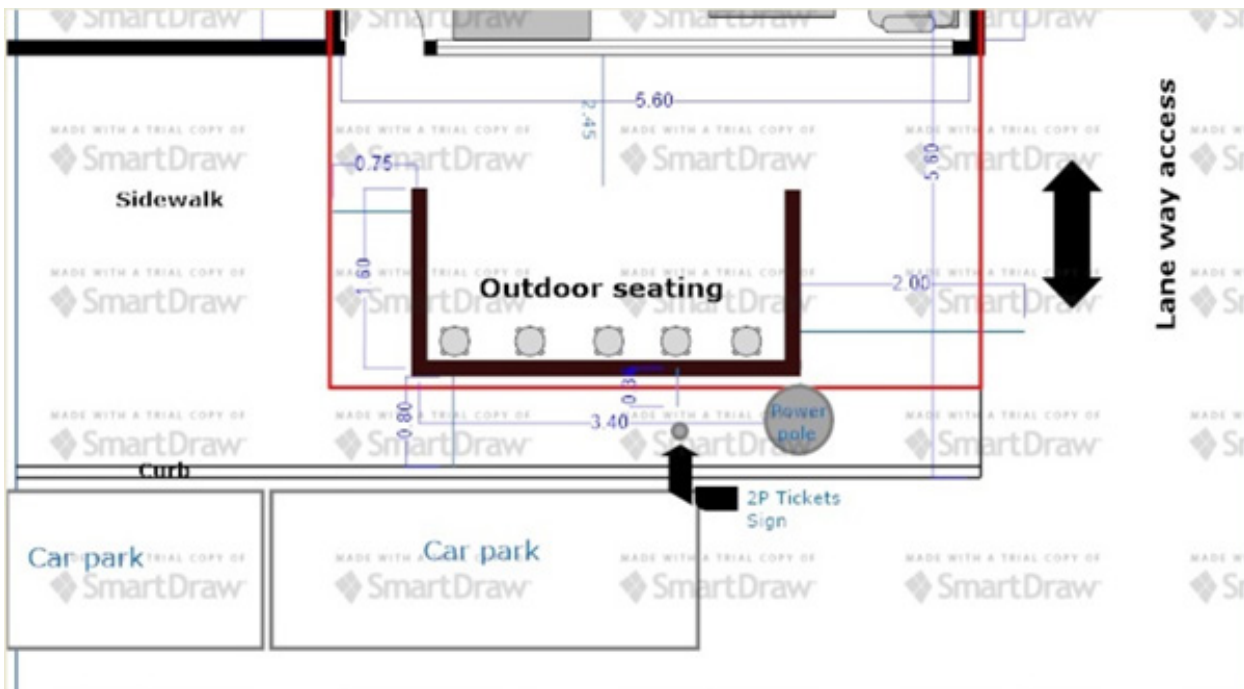


### Fixing a Temporary Barrier - Example



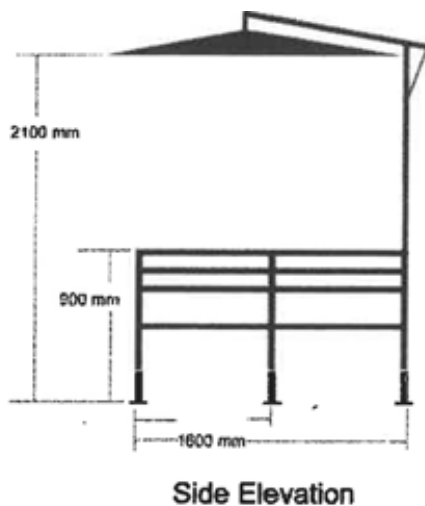
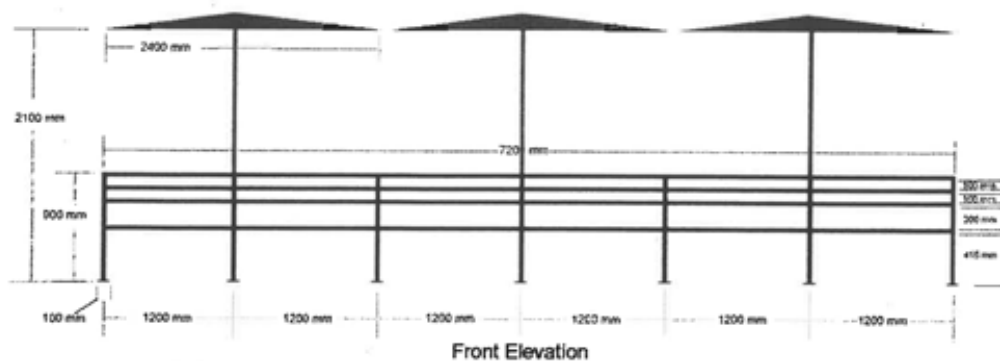
## Designated Area – Plan Examples







## Barrier Plan and Material – Examples

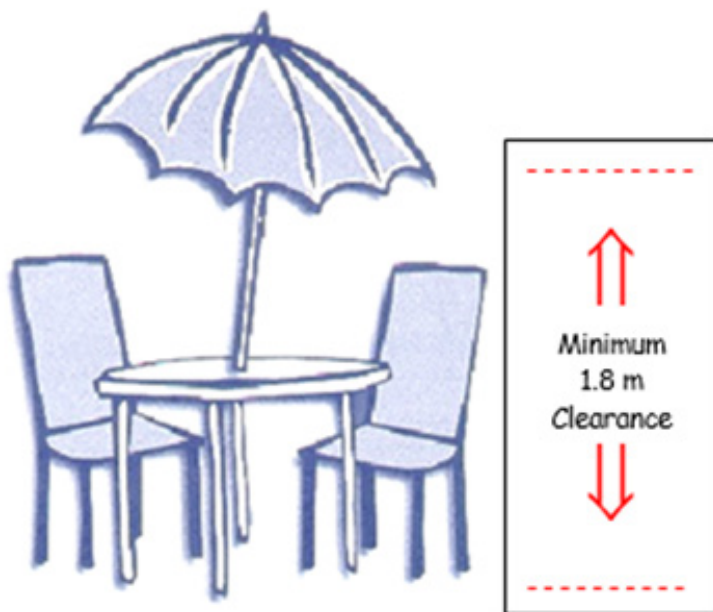


Barrier frame - 35mm x 35mm x 3mm SHS  
 Seating - 137mm x 23mm Ekodeck decking  
 22 Foot Plates - 100mm x 35mm x 12mm Flat bar  
 44 Anchors - 120mm x 16mm chemset bolts  
 Removable umbrellas will be securely fitted into slots in barrier

## 5. Furniture and Umbrellas

- All furniture must be removed from the street at closing time of the business or no later than 10.00 p.m. on any day.
- Tables and chairs may only be located outside the premises to which they relate (or any approved extended designated area) and must be confined within the 'designated area'.
- All furniture must be of sturdy construction and maintained at all times to the satisfaction of the Council.
- Where umbrellas and patio heaters are provided to tables, the underside of umbrellas and the furnace of the heater must be a minimum of 1.8m above the footpath.
- Umbrellas are to be securely weighted or fastened and must not extend into the pedestrian corridor or overhang the roadway so as to cause a hazard to people or vehicles passing the site.
- Patio heaters must be situated and secured to ensure there is no risk of injury to patrons, pedestrians or vehicles.
- No advertising of alcoholic products, including branding is permitted on umbrellas

### Furniture and Umbrellas – Plan Example



## 6. Insurance

- The outdoor dining permit will be subject to permit holders indemnifying the Council and, in the case of the business being located on a road managed by Vic Roads, Vic Roads from any actions resulting from the siting or use of the outdoor dining area.
- Permit holders must maintain a current public liability insurance policy of a minimum value of \$20M.
- A copy of the current certificate of currency (not a receipt, schedule, invoice or statement) for \$20M must be provided to the Council listing the address of the outdoor dining premises (including neighbour properties if in use).

## 7. Approved Red Line Plan (from VCGLR)

An approved redline plan is an approved plan from VCGLR. This must be submitted with the application.

The approved plan will show the approved licenced area. It will be defined by a redline and must include the entire designated area.

An approved redline plan must be in accordance with an approved planning permit.

## 8. Written consent from neighbouring owners and occupiers

Where customers are extending the designated area in front of neighbouring properties, written consent from both the owner and occupier is required.

Without written consent, an application cannot be granted.

A template has been created to assist you in obtaining your neighbours consent.



**Download the Neighbour Consent Form from:**  
[greater-shepparton.com.au/outdoor-dining](https://greater-shepparton.com.au/outdoor-dining)

## 9. Council Assets

Rubbish Bins and street furniture can be relocated upon request.

Footpath deficiencies should be reported and inspection carried out prior to the application being submitted.

An inspection will be required to ascertain the level of damage and required works and if repairs can be carried out.