

Outdoor Dining Guidelines 2026



CITY OF
ADELAIDE





Contents

1 Introduction	4	Appendix A	
2 Definition.....	4	Major, Minor and Other Roads	22
3 Objectives.....	4	Appendix B	
4 General Principles	6	Example of Detailed Site Plan.....	23
5 Guidelines.....	7	Appendix C	
5.1 Sitting; Pedestrian, Outdoor Dining and Kerb Zones	7	Accessibility of Outdoor Dining Areas	24
5.2 Building Alignment	9	Appendix D	
5.3 Outdoor Dining Beyond Permit Holder's Boundary ..	10	Map of Rundle Mall Precinct.....	25
5.4 Clearances and Setbacks	11	Appendix E	
5.5 Placement.....	13	Umbrella Stability Guide.....	26
5.6 Outdoor Furniture Equipment	14	Appendix F	
5.7 Entertainment.....	17	Outdoor Dining Transition Plan	28
5.8 Barbecues and Cooking in Outdoor Dining Areas.....	17		
5.9 Advertising	17		
5.10 Smoking.....	18		
5.11 Liquor Licensing.....	18		
5.12 Special Conditions	18		
5.13 Liability and Insurance	19		
5.14 Maintenance and Cleaning.	19		
5.15 Application and Issuing of Permits	20		

1 Introduction 2 Definition 3 Objectives

Adelaide's mild Mediterranean climate makes it an ideal place for outdoor activity. Outdoor dining is enjoyed by locals and tourists alike and provides a valuable contribution to a vibrant and interesting city by giving areas of the city a unique identity. Council promotes and encourages outdoor dining, allowing restaurants, cafés, delicatessens and licenced venues to use part of the footpath space directly outside their premises.

Council also has a focus on maintaining the safety, accessibility, convenience and appearance of its footpaths and has a commitment to balancing the needs of all users.

Outdoor dining is defined as the use of the public footpath for the purpose of extending the seating space of businesses whose main function is the provision of food and/or beverages.

The purpose of these guidelines is to encourage the establishment of outdoor dining wherever feasible and appropriate and with minimum effort from businesses. These guidelines have been developed to make it easier for businesses to obtain an Outdoor Dining Permit; highlighting key considerations including safety, accessibility and amenity. They are intended to help streamline the application process by providing applicants with the necessary information before an application is made.

Council is also committed to activation of the city and supports the individual expression of each business to help develop a sense of place. As such, each Outdoor Dining Permit application will be considered with reference to its context, taking into consideration the district and street the business is located in, vehicle traffic, pedestrian flow and other relevant factors. For each context there will be negotiable and non-negotiable factors. The negotiable factors can be considered on a case by case basis.



4 General Principles of Outdoor Dining

Create a public realm that is welcoming and user friendly

- » Outdoor dining should support the City of Adelaide's ability to maintain clean public places and streets
- » Outdoor dining areas must be designed with safety in mind
- » The city's streets are to remain welcoming and accessible for users of all abilities, without obstacles or hazards for pedestrians
- » Outdoor Dining Permit holders must maintain their outdoor dining area to a high standard and comply with conditions of outdoor dining management set by the City of Adelaide
- » Unnecessary noise and nuisance should be minimised

Cultivate a positive relationship between the private and public realms

- » Outdoor dining is intended to be outdoors, and should look and feel as such. Environmental and weather conditions should be accommodated without the addition of infrastructure that encloses the space
- » Outdoor dining is a temporary use of public space, and should provide flexibility for other uses outside trading hours
- » Permits are issued with the intent of balancing the needs of all footpath users. Operators and customers are able to make use of the footpath space but do not have exclusive rights over the occupancy of the area
- » Outdoor dining is supplementary to the business' internal trade and seating. Businesses should not be reliant on outdoor dining
- » Additional infrastructure to support outdoor dining should be temporary, so that the area can be reinstated as public space in both appearance and function

Strengthen the character and identity of our capital city

- » Outdoor dining should enhance the appearance and character of its location
- » Outdoor dining should be considered as part of street design, and incorporate and enhance existing features such as trees and verandahs
- » Outdoor dining approaches and furniture should be of high quality and design, and make a positive contribution to the street experience. Interesting and innovative approaches are encouraged

5 Guidelines

5.1 Siting; Pedestrian, Outdoor Dining and Kerb Zones

Suitable outdoor dining locations are those areas directly outside the associated business premises that are otherwise not required for existing or proposed public use. Outdoor dining will only be supported where its location, size or layout will not compromise public access, circulation, safety of patrons, sight lines of motorists or other street activities.

Outdoor dining will not be supported adjacent to: bus zones and taxi zones, designated accessible parking spaces, a roadway or footpath construction zone during the period of the project.

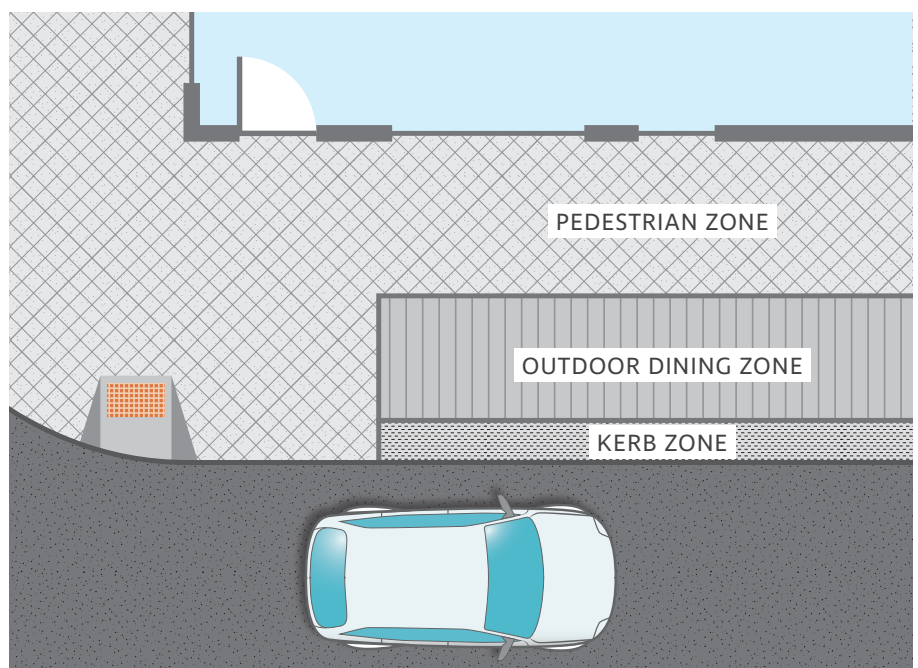
All outdoor dining areas in one street must have the same alignment. Generally this means kerb zone alignment, however building alignment will be considered in some streets.

The following information relates to outdoor dining areas that are aligned to the kerb zone. For outdoor dining areas where seating is directly adjacent the property line please see the section below on Building Alignment.

Pedestrian Zone

'Pedestrian zone' refers to the area required for pedestrian movement. In diagram 1 this is the distance

Diagram 1: Kerbside Alignment on a Typical Street



between a building frontage or property boundary and the inner extremity of an outdoor dining zone, including all associated items (e.g. umbrellas, planter boxes).

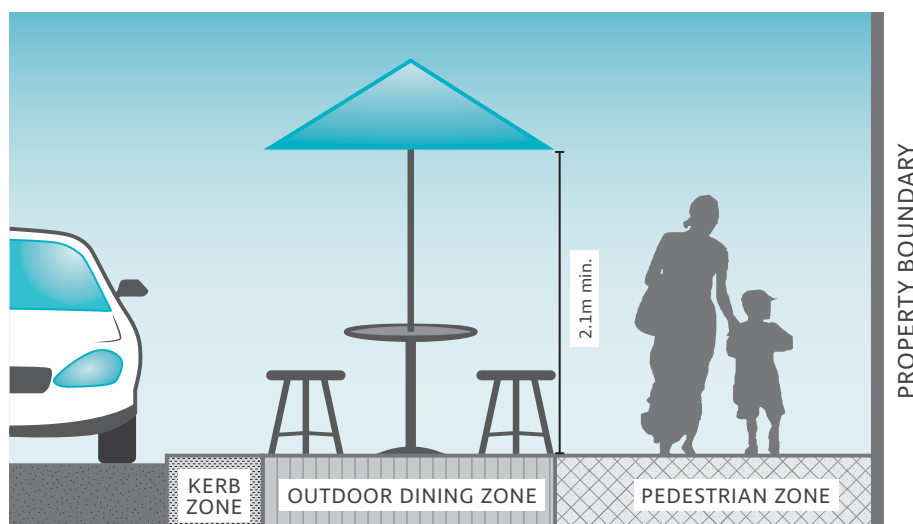
The pedestrian zone must be kept clear of both business items, such as A-Frame signage and customer items such as bicycles and prams.

The required minimum pedestrian zone is 2 metres. There may be instances as determined by Council where a pedestrian zone of less than 2m will be considered. This assessment will be based on factors including; street type, street traffic speed, potential risks, pedestrian volumes, presence of public transport waiting areas and other

criteria as applicable.

Kerb extensions or 'protuberances' will not be supported for the sole purpose of extending outdoor dining. However, if there is an additional civic benefit proposed outside the immediate site boundary (such as integrated plantings or an improved crossing point), a footpath extension will be considered at full cost to the applicant. Suitability of footpath extensions will only be considered within an integrated streetscape design, and Council will have full approval over streetscape design.

Diagram 2: Cross-section View of Pedestrian, Outdoor Dining and Kerb Zones and Height Clearance.



Kerb Zone

'Kerb zone' refers to the distance between the outer kerb edge and the outer extremity of an outdoor dining zone, including all associated items.

A distance of 600mm is required from the outer kerb edge to the start of the outdoor dining zone adjacent to parking and travel lanes on all streets.

A distance of 900mm is required from the outer kerb edge to the start of the outdoor dining zone adjacent Loading or No Parking zones on all streets to allow for loading and unloading from vehicles.

Outdoor Dining Zone

'Outdoor dining zone' refers to the approved area where outdoor dining items can be placed. All outdoor dining items including tables, chairs, umbrellas, screens, A-Frame signs and any other approved items must remain within the outdoor dining zone at all times when the business is operating.

5.2 Building Alignment

Outdoor dining areas adjacent to the building frontage may be appropriate in some streets. When permitted this alignment must be consistent for the entire length of the street.

As outdoor dining on the building line can be an impediment to vision impaired people who use this feature to navigate the footpath, all applications for this position will be carefully assessed by Council. Any additional outdoor dining items required as a result (such as screens) or footpath treatments (such as studs or textured paving) deemed necessary by Council will be at the expense of the business.

Outdoor Dining with building alignment is supported in the following locations:

- » James Place
- » China Town/Moonta Street
- » Ebenezer Place
- » Vardon Avenue
- » Francis Street
- » Peel Street

Other streets and laneways may be considered for building alignment where agreement has been obtained from the majority of businesses on the street.

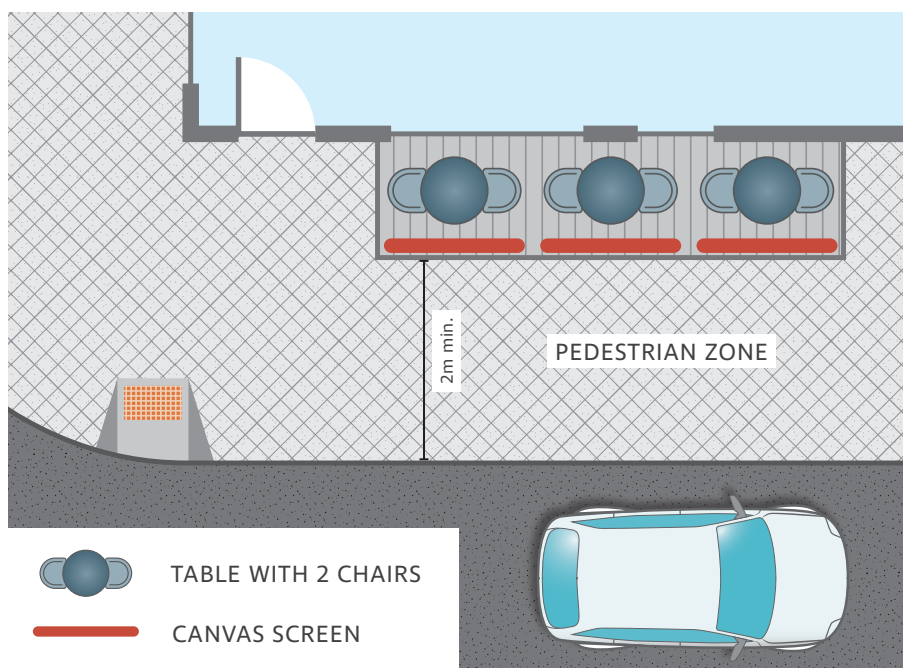


Diagram 3: Building Alignment Outdoor Dining on a Typical Street

Outdoor dining alignment must be consistent for the entire length of the street. Features of streets that may make them appropriate for building alignment include:

- » low traffic environment or pedestrian only
- » narrow road reserves
- » shared use zone (defined as a roadway shared by pedestrians and vehicles)

Typical Streets

In a typical street with separate footpath and roadway, the kerb zone setback does not apply and the pedestrian zone is between the outdoor dining and the outer kerb edge. In these situations a pedestrian zone of no less than 2m must be left from the outside edge of the outdoor dining zone area to the kerb edge. Please see diagram 3.

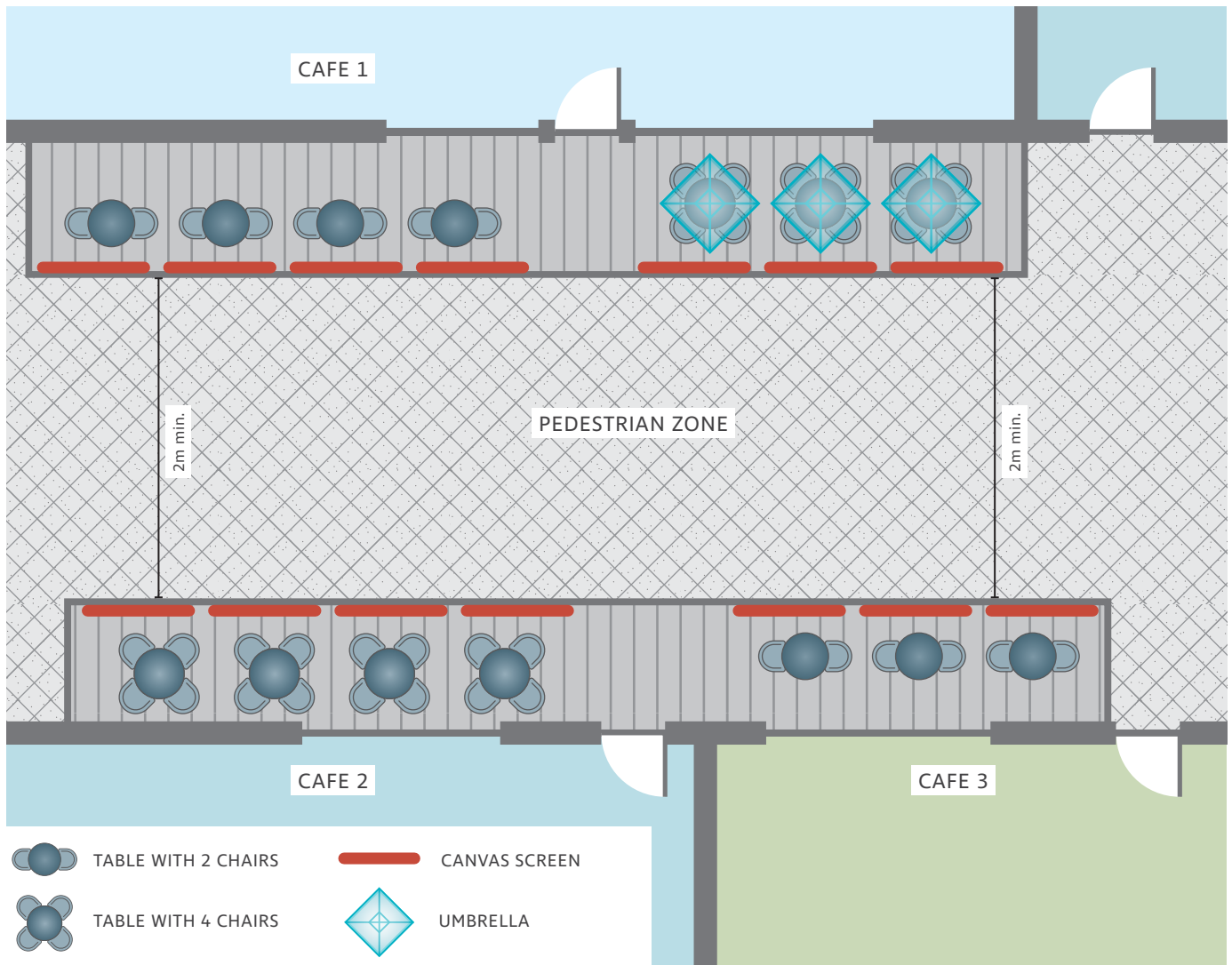


Diagram 4: Building Alignment Outdoor Dining on a Pedestrian Street

Pedestrian Only Streets

In pedestrian only streets where there is no kerb, a 2m wide pedestrian zone is to be maintained down the centre of the street, parallel to the building line. Please see diagram 4.

Shared Use Zones

Shared use zones are streets where pedestrians and vehicles share the roadway. In these zones outdoor dining must be maintained within the designated area, leaving clear access for vehicles and pedestrians, as determined by Council.

5.3 Outdoor Dining Beyond Permit Holder's Boundary

At the Council's discretion outdoor dining operators can apply for a permit to extend their outdoor dining area to the footpath in front of a single adjacent neighbour. Written permission is required from the business owner and the building owner of the neighbouring premises and must be provided to Council with the permit application. This permission must include a statement that the neighbouring business owner and land owner are aware that if permission is granted to extend the location of the adjacent

outdoor dining to the front of their premises, the area will no longer be available for their use (i.e. they cannot place an A-frame or other temporary sign in that area).

Should permission be withdrawn by the neighbour (current or future), outdoor dining must be removed immediately from the next-door area. Extension beyond a single neighbour will not be supported.

5.4 Clearances and Setbacks

Setback from Side Property Line

Unless an outdoor dining operator has permission from the neighbouring building owner and business owner to extend their outdoor dining area, a 400mm setback is required from the side boundary of the property. See diagram 5.

Setback from Existing Street Infrastructure

A setback of 1m is required around infrastructure and public amenity items such as a bench, bin, telephone box, post box or bicycle rack. See diagram 5. A 1m setback from either side of a pedestrian crossing must also be maintained.

Setback from Intersections

Outdoor dining areas must be set well back from intersections to ensure clear sightlines for road users, customer safety and unobstructed pedestrian movement at crossing points. The amount of required setback varies depending on the level of vehicular traffic and other factors. The intersection setback is measured from the corner of the building line. Table 1 specifies the minimum setbacks required depending on whether the intersecting roads are categorised as major, minor or other. Please see Appendix A for map detailing major, minor and other roads. Larger setbacks may be required at some locations due to factors including intersection alignment, crash history or building proximity to the roadway.

Table 1: Minimum Intersection Setbacks

Roads Intersecting	Major Road	Minor Road	Other Road
Major Road	3m	3m	2.5m
Minor Road	3m	3m	2.5m
Other Road	2.5m	2.5m	2m

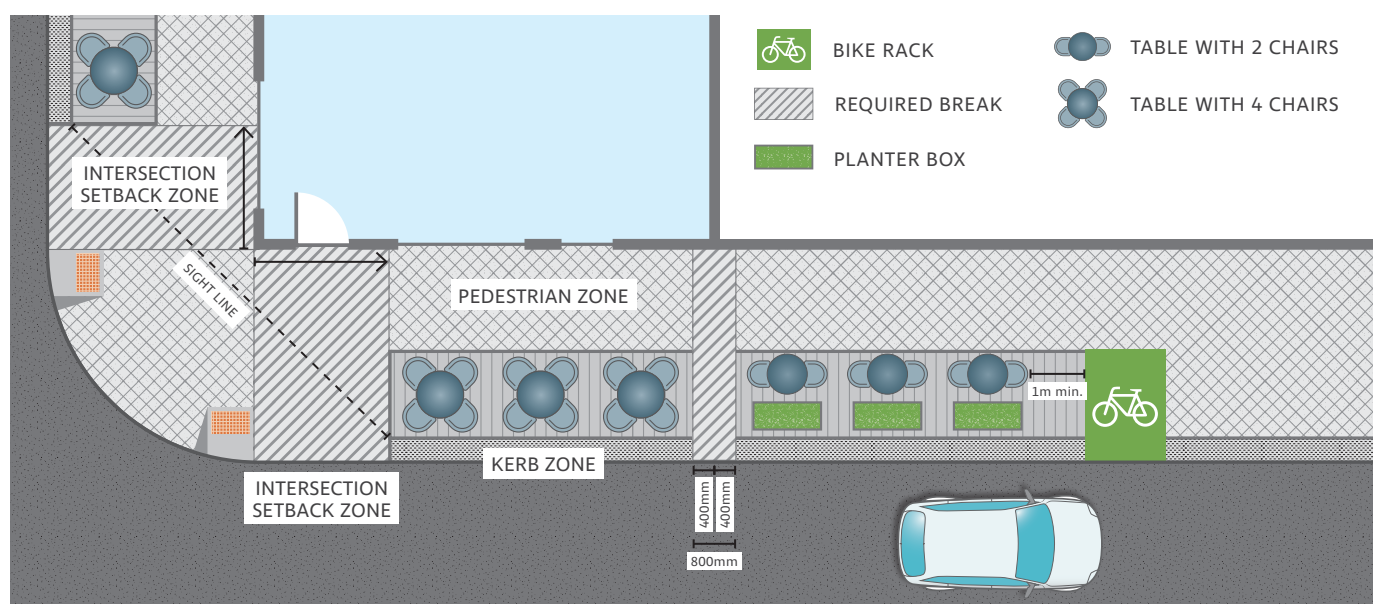


Diagram 5: Side Property Line, Infrastructure and Intersection Setbacks.

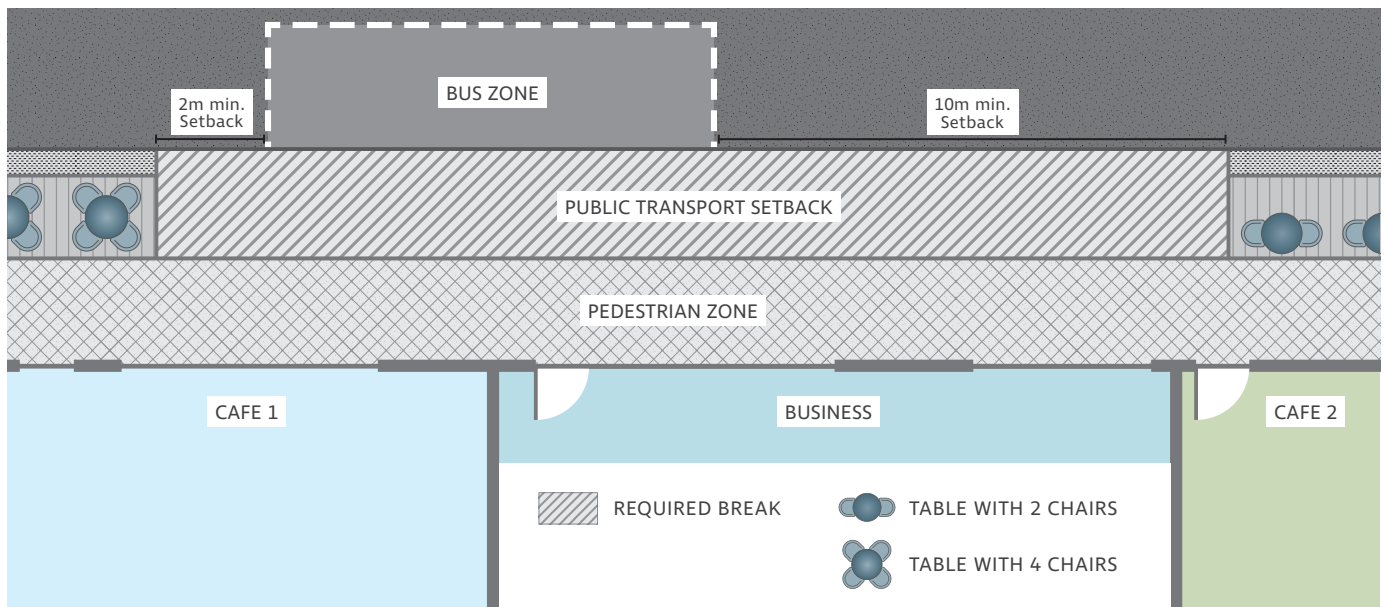


Diagram 6: Public Transport Zone Setback

Setback from Servery Windows and Automatic Teller Machines (ATMs)

A minimum setback of 3m is required in front of and either side of servery windows and ATMs to allow for queuing. A greater setback may be required in areas of high pedestrian volume or due to other factors. These situations will be assessed on a case-by-case basis.

Setback from Public Transport Zones (Bus Zones and Taxi Zones)

Outdoor dining must not obstruct the footpath within a signed public transport zone (bus zone or taxi zone). A minimum setback of 2m must be provided at the front of a public transport zone and a setback of 10m at the back of the public transport zone. In some instances the full 10m setback at the back of the public transport zone may not be required and therefore reduced at the Council's discretion. Assessment of the required level of setback will be based on the operating hours of the transport zone, street type, street traffic speed, pedestrian volumes and other potential risks as applicable.

In some instances there may be a requirement for tactile directional tiles to be installed within the 2m setback at the front of a public transport zone to aid navigation for people with vision impairment. In these situations Council will install the directional tiles at the outdoor dining applicant's expense. Decisions regarding the need for tactile directional tiles will be based on the same criteria as decisions regarding setbacks.

Setback from a Construction Zone

A minimum setback of 3m from building, roadway or footpath construction is required for the period of the project. Council reserves the right to suspend the Outdoor Dining Permit of premises for an appropriate period during major construction projects.

Extended Outdoor Dining Area Break

Where an outdoor dining area is continuous for more than 12m an evenly spaced 800mm break is required for every 8m of dining area. An outdoor dining area 15m long will therefore require one 800mm break and an area 16m long will require two 800mm breaks.

Energy Absorbing Bollards (EAB)

Energy absorbing bollards (EAB) may be required in locations where outdoor dining would otherwise be considered unsuitable due to local traffic conditions. Where required, the installation of EABs will be at the applicant's expense. Additional information on factors influencing the requirement for EAB can be obtained from the Outdoor Dining Permits Officer.

5.5 Placement

All outdoor dining items including tables, chairs, screens, planter boxes, umbrellas must be positioned within the permitted outdoor dining zone (see diagram 7). Chairs must not back onto the roadway unless screens are used along the kerb zone.

The placement of outdoor dining items must be approved by Council and must be detailed in the permit application. Diagram 7 shows an example layout for tables and chairs.

Please see Appendix B for a hand drawn example of the level of detail Council requires in the site plan that must accompany Outdoor Dining Permit applications.

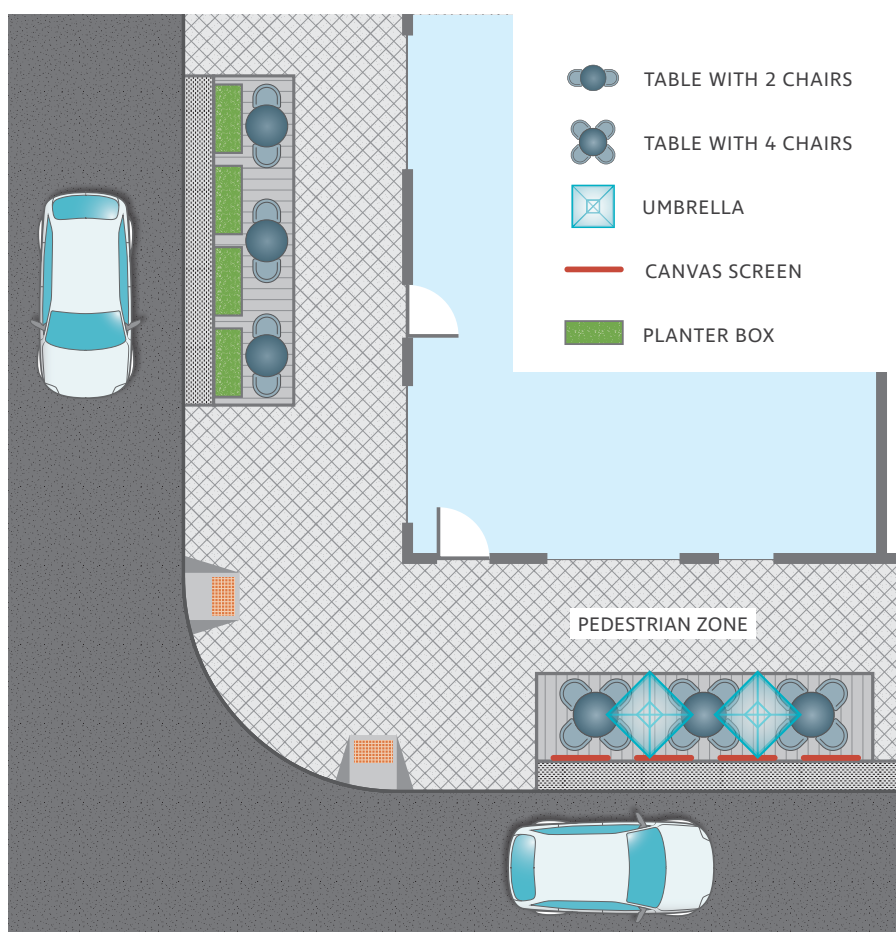


Diagram 7: Example Outdoor Dining Layout

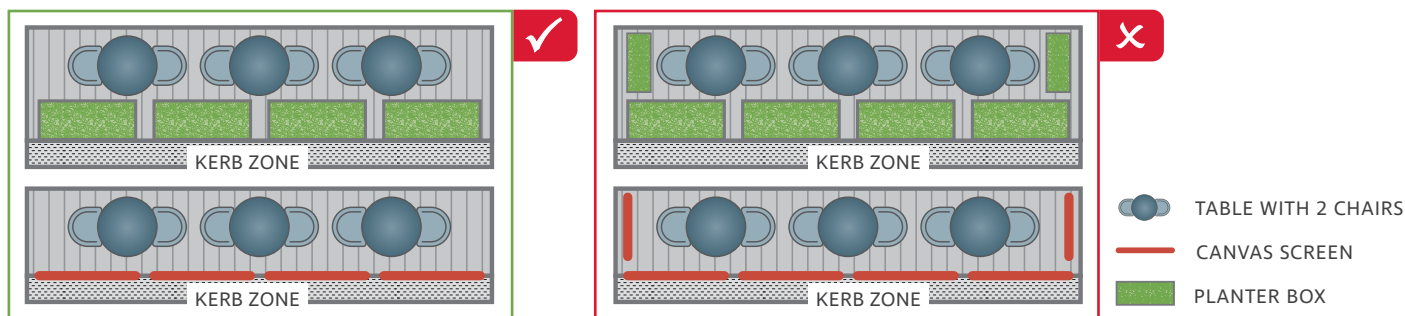


Diagram 8: Example of screens and blinds aligned to kerb line

5.6 Outdoor Furniture Equipment

Fully removable furniture and other outdoor dining equipment:

- » provides increased flexibility
- » makes street and furniture cleansing easier
- » reduces the impression that public space has been privatised
- » allows the footpath to return to its original state after use
- » promotes ease of pedestrian movement when the business is not trading

For these reasons, only non-fixed furniture and other equipment such as umbrellas or screens are permitted.

Council does not permit the installation of large fixed infrastructure such as gazebos, pavilions or decking.

Outdoor dining items should be fit for purpose and of a high standard in materials and durability. For more clarity refer to good furniture guidance provided through the Urban Design Framework's Building Interface Guidelines. Outdoor items must also meet Council's safety requirements which includes but is not limited to; being windproof (either heavy enough that they will not easily blow over or appropriately weighted to the footpath) and without sharp edges or other features likely to cause injury.

It is the responsibility of the permit holder to keep outdoor furniture items, the outdoor dining area and immediate footpath area clean, tidy and in good repair at all times.

As an Outdoor Dining Permit does not grant exclusive use of the footpath, businesses must not display signs that declare the furniture to be available only to customers.

All non-fixed outdoor dining elements including tables, chairs, umbrellas and screens must be removed from the footpath at the end of trading each day. Planter boxes that meet the set criteria may remain on the footpath.

Accessibility

Council strongly encourages the consideration of accessibility for people with disability and/or mobility challenges including those with wheelchairs and vision impairment when setting up an outdoor dining area. This will help to make the space attractive to all patrons including older people and families with children and prams.

It is suggested that at least some of the outdoor dining furniture meets the following criteria:

- » a table surface height of between 750mm and 850mm
- » a seating height of between 450mm and 520mm
- » positioned so that a wheelchair user can access the table without impeding the pedestrian zone

Please see Appendix C for more information on ways to make your outdoor dining area more accessible.

Screens and Blinds

All screens and blinds must be aligned parallel to the kerb line and fit within the permitted outdoor dining zone. Screens and blinds not parallel to the kerb line (also known as perpendicular blinds) will not be allowed.

As detailed in the section on Extended Outdoor Dining Area Breaks, where an outdoor dining area is continuous for more than 12m an 800mm break is required for every 8m of dining area. This means there will need to be a break of at least 800mm in any screens or blinds.

Removable Canvas Screens

Removable canvas screens are required to meet the following criteria:

- » be a standard 800mm high and 1200mm long
- » have a minimum 20mm clearance from the ground to allow storm water run-off
- » be freestanding with a lightweight frame, easily installed and removed
- » be securely weighted to the footpath during periods of use without creating a trip hazard or impeding pedestrian movement

Vertical Blinds

Blinds may be installed where a verandah or balcony already exists and the blinds are well designed and integrated into the permanent structure. Blinds must be parallel to the kerb. The installation of blinds will require Development Approval (Building Rules Consent).

Blinds are required to fit the following criteria:

- » firmly fixed into position when down to avoid extensive 'flapping'. Ground level restraints must be designed and constructed to avoid becoming a tripping hazard
- » rolled up or removed outside of trading hours and when the weather does not warrant their use
- » be made of a high quality visually permeable material, that is not decorated

- » kept in good condition and not allowed to become marked or opaque. Blinds that are marked or opaque are a line of sight hazard and must be removed and replaced by the outdoor dining operator
- » have a clearly marked contrasting colour strip on the blind at approx. 1.4m above the footpath to ensure their visibility to vision-impaired people
- » have a minimum clearance of 150mm to allow for cleansing
- » must not obstruct CCTV lines of sight

Umbrellas

Umbrellas are required to meet the following criteria:

- » only be placed in areas where existing shelter (e.g. tree canopy or verandah) is inadequate
- » have a central support post
- » have a minimum clearance from the lowest point of the main canopy to the footpath of 2.1m
- » a canopy in a high quality material such as canvas and of neutral colours
- » must not obstruct CCTV lines of sight

- » fully removable umbrellas be properly weighted on the pavement during use without creating a trip hazard or impeding pedestrian movement. More information regarding this can be found in the Umbrella Stability Guide
- » the umbrella base must not be a trip hazard
- » semi-fixed umbrellas may be used and require development approval

Planter Boxes

Planter boxes must be aligned parallel to the kerb line and fit within the permitted outdoor dining zone. Planter boxes not parallel to the kerb line will be assessed on merit.

Planter boxes are required to meet the following criteria:

- » be a minimum width of 500mm
- » be a maximum length of 1.5m
- » have a total height of no more than 1.2m from footpath to top of plants. Please note that consideration for the use of planter boxes with a total height of more than 1.2m from footpath to top of plants, can only be used following a risk assessment and approval from Council
- » be elevated 20mm above the footpath to allow for drainage
- » be constructed of durable material adequate to meet functional requirements including resistance to vandalism and impact from pedestrians. Plastic is not permitted

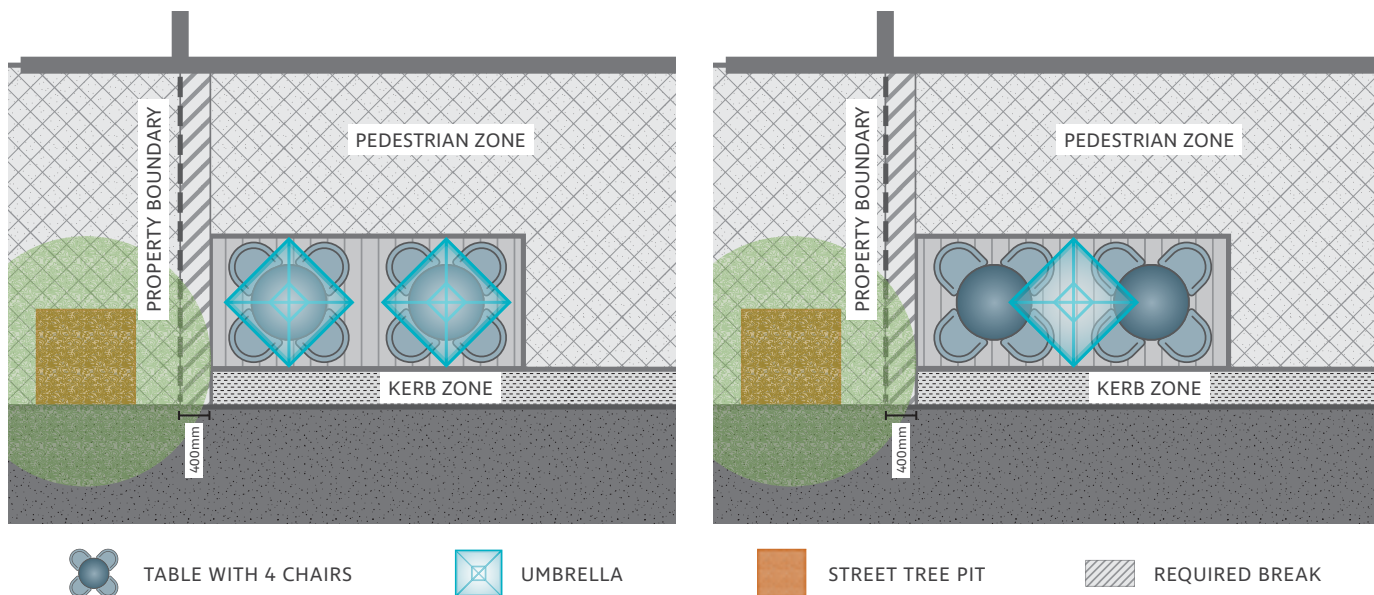


Diagram 9: Examples of Umbrella Placement

- » if removable planters are used, be secured in place during use (eg have lockable casters)
- » be designed and placed so that overflow from watering does not discharge into the storm water system, stain pavements or cause a safety hazard to pedestrians
- » be maintained to a good standard

Empty planter boxes should be removed or replanted.

Other Outdoor Dining Items

Outdoor dining operators wishing to incorporate other elements within their outdoor dining zone such as A-Frame signage, additional lighting, gas heaters or fans/cooling units approval from the Outdoor Dining Permits Officer before additional components are placed in the area. This can be done at the time of the original application by specifying these on the permit application or alternatively by subsequent request.

Adequate lighting must be provided where outdoor dining occurs outside of daylight hours (from dusk). Where the light spill from the street lighting is obscured Council will advise the permit applicant to provide additional lighting. Provision of lighting will be the permit applicant's responsibility.

All lighting must be vandal resistant, glare/intrusive-free and maintained in good working order by the applicant.

All modifications required to the City of Adelaide or SA Power Network's public lighting, CCTV network and associated infrastructure will need to meet Councils' requirements. All costs associated with these works will be the responsibility of the applicant. For more information on required lighting requirements to meet Councils' standards please contact Council's Asset Manager – Lighting on (08) 8203 7203.

It is the responsibility of the outdoor dining operator to ensure that all outdoor dining items meet Australian Safety Standards and are operated as per the manufacturer's instructions and within Occupation Health and Safety requirements.

This includes but is not limited to; making sure gas heaters and fans are stable, ensuring gas bottles are covered by the base casing of the heater (no naked gas bottles will be permitted), ensuring heat sources are not within reach of children, and that heat sources are not placed where they may pose a fire hazard including close proximity to flammable material.

Power to items in outdoor dining areas must be delivered neatly and safely. Power cords are not permitted to cross the footpath. All external electrical works are to be undertaken by a licensed electrician with a copy of the Certificate of Compliance (C.O.C.) provided to Council upon request.

5.7 Entertainment

Live unamplified acoustic entertainment in outdoor dining areas is generally allowed, provided the entertainment remains within the permitted outdoor dining zone and does not obstruct the required pedestrian zone. The noise level from music, in particular percussion, must be limited to where it can only be heard within 50m and does not cause a disturbance to traders or residents, to the satisfaction of Council. Amplified entertainment will generally not be permitted in the outdoor dining areas.

Businesses wishing to provide unamplified acoustic entertainment in their outdoor dining area will need to obtain consent and have entertainment listed on their Outdoor Dining Permit by contacting the Outdoor Dining Permit Officer.

Speakers

Speakers shall not be placed in outdoor dining areas including on the fascia of a premises, balcony or on any adjacent footpath at any time, without approval from Council. While generally not supported, applicants seeking to use speakers will be required to provide information from an appropriately qualified acoustic engineer outlining how sound impacts to nearby stakeholders will be appropriately managed.

5.8 Barbecues and Cooking in Outdoor Dining Areas

The use of barbecues and other forms of cooking in outdoor dining areas may be considered on an ad hoc basis. Please contact Council's Outdoor Dining Officer on (08)8203 7203 to discuss your requirements.

5.9 Advertising

Council seeks outdoor dining areas that are visually attractive and not dominated by advertising. To that end, Council supports advertising on removable screens and umbrellas where the visual appearance of the item is characterised by the material the item is made from (e.g. canvas) and the advertising does not dominate. One way that this can be achieved is by complying with the Adelaide (city) Development Plan which limits advertising on outdoor dining items such as umbrellas and canvas screens to less than 10% of the total available space. Other options which limit the visual dominance of the advertising may be considered.

Only advertising in the form of the business logo or name, or the logo of products used/sold by the business is permitted. Advertising of items not related to the business is not permitted in outdoor dining areas.

All signage and advertising on existing permanent fixtures such as glass screens, is controlled by the *Planning, Development and Infrastructure Act 2016* and requires Development Approval. Where Development Approval is required, the applicant will be advised on the process and requirements by Council. Additional fees and timelines apply.

5.10 Smoking

As of the 1 July 2016, smoking is no longer permitted in public outdoor dining areas under section 52 of the *Tobacco Products Regulation Act 1997*. Outdoor dining areas must be smoke-free at all times when food is offered or provided. Further information regarding the Tobacco Products Regulation Act can be accessed from SA Health.

5.11 Liquor Licensing

Outdoor Dining Permit applicants are required to advise Council at the time of their application if they are also intending to apply for a Liquor License. Outdoor Dining Permit applications involving the consumption of liquor will also be referred to apply for a Liquor Licence from Consumer and Business Services.

An Outdoor Dining Permit may be issued subject to certain conditions such as trading times or number of tables and chairs. A Liquor License cannot extend the conditions of the Outdoor Dining Permit but may impose additional conditions.

5.12 Special Conditions

Transition from Fixed to Removable Outdoor Dining Furniture

In June 2017 Council endorsed an Outdoor Dining Transition Plan. The plan supports businesses transitioning from fixed outdoor dining furniture approved under previous policies, to removeable furniture in line with current policy objectives. The triggers which initiate conversations with businesses about the removal of fixed outdoor dining furniture include:

- Change of ownership
- Business seeking to remove the fixed furniture
- City of Adelaide footpath renewal projects.

To support the transition from fixed to removable furniture, Council offers a 12 month waiver of the outdoor dining permit fees following removal.

The Outdoor Dining Transition Plan is further explained in Appendix F.

Development Approval

Outdoor dining areas of a significantly large scale may be considered 'change of use' of the footpath and are therefore subject to Development Approval.

Development Approval cannot be granted for a building or structure proposed to be erected or installed on Council footpath, road or other land unless Council authorisation under the *Local Government Act 1999* and/or relevant Council by-laws has been provided.

Please note that a structure can only be considered over the standard footpath and not to extend over a protuberance.

If Development Approval is required the applicant will be notified of the need to lodge a development application and advised on the process and requirements by Council. Additional fees and timelines apply.

Assessment of the development application will only commence once the outdoor dining application has been satisfactorily resolved.

Heritage Areas

The design and siting of outdoor dining areas adjacent to or near heritage places must be compatible with the heritage significance of the location. Outdoor Dining Permit applications relating to a heritage place will be considered by Council's City Planning Department.

Rundle Mall Precinct

Outdoor dining in the Rundle Mall Precinct is referred to as an 'Outdoor Dining Concession'. Please see map in appendix D outlining the Rundle Mall Precinct. All applications for outdoor dining in the Rundle Mall Precinct will be assessed on a case by case basis by the Rundle Mall Management Authority in conjunction with Council's Outdoor Dining Permit Officer. The Outdoor Dining Guidelines will apply to the Precinct except where applications of major variance require a decision by the Rundle Mall Chief Executive Officer.

Applicants should note that all outdoor dining must be removable; no fixed furniture will be permitted in the Rundle Mall Precinct.

5.13 Liability and Insurance

The permit holder is responsible for any liability issues associated with the outdoor dining area, including outdoor dining that has been permitted outside a neighbouring premises.

Permit holders must take out and maintain a current public and product liability insurance policy specifically noting City of Adelaide as an interested party. The policy must insure for at least \$20,000,000 and must cover injury, loss or damage to persons or property arising out of the activity carried out under this Permit or the granting of this Permit by the Council.

A Certificate of Currency for the policy must accompany the initial application for an Outdoor Dining Permit and annual Permit renewal paperwork.

5.14 Maintenance and Cleaning

Businesses operating outdoor dining must maintain the area through regular cleaning throughout the day and at the close of trade each day.

Removal of Outdoor Dining Infrastructure

On termination of the Outdoor Dining Permit (for any reason) all infrastructure associated with the Outdoor Dining Permit must be removed within 30 days and the footpath returned to its previous state at the permit holder's expense, unless alternative arrangements have been agreed in writing by Council.

This infrastructure includes but is not limited to all removable items and previously approved fixed or semi-fixed items such as furniture, umbrellas, glass screens, Energy Absorbing Bollards and any other item placed or installed in or on the footpath by the permit holder.

Should the items not be removed within 30 days the Council may remove them and any costs incurred will be the responsibility of the permit holder. In addition, failure to remove within 30 days could result in legal proceedings.

Storm Water Management

The Environmental Protection Authority's *Storm Water Pollution Prevention Code of General Practice for the Community* states that waste water from washing down outdoor dining areas should not be discharged in the storm water system. Outdoor dining areas should be dry swept and solid waste disposed of appropriately. Wet cleaning should be done with a mop/cloth and bucket of water which is discharged into the sewer system. Commercial contractors are available to steam clean paved surfaces and will dispose of waste water responsibly.

5.15 Application and Issuing of Permits

The authority to issue an Outdoor Dining Permit is defined under the *Local Government Act (1999)*. Applications are assessed and Permits issued by the Outdoor Dining Permit Officer. Authority to approve minor variance to the guidelines is delegated to the Associate Director, Customer. Applications of major variance to the policy and guidelines require a CEO decision.

Application Process

The **Temporary Use of Public Space Policy** and **Outdoor Dining Guidelines** are available online (cityofadelaide.com.au) or from the Customer Service Centre at 25 Pirie Street, Adelaide.

Applicants should be aware that Council may undertake public consultation on all new Outdoor Dining Permit applications and applications to significantly change an existing Outdoor Dining area.

Consideration of Prior Activity

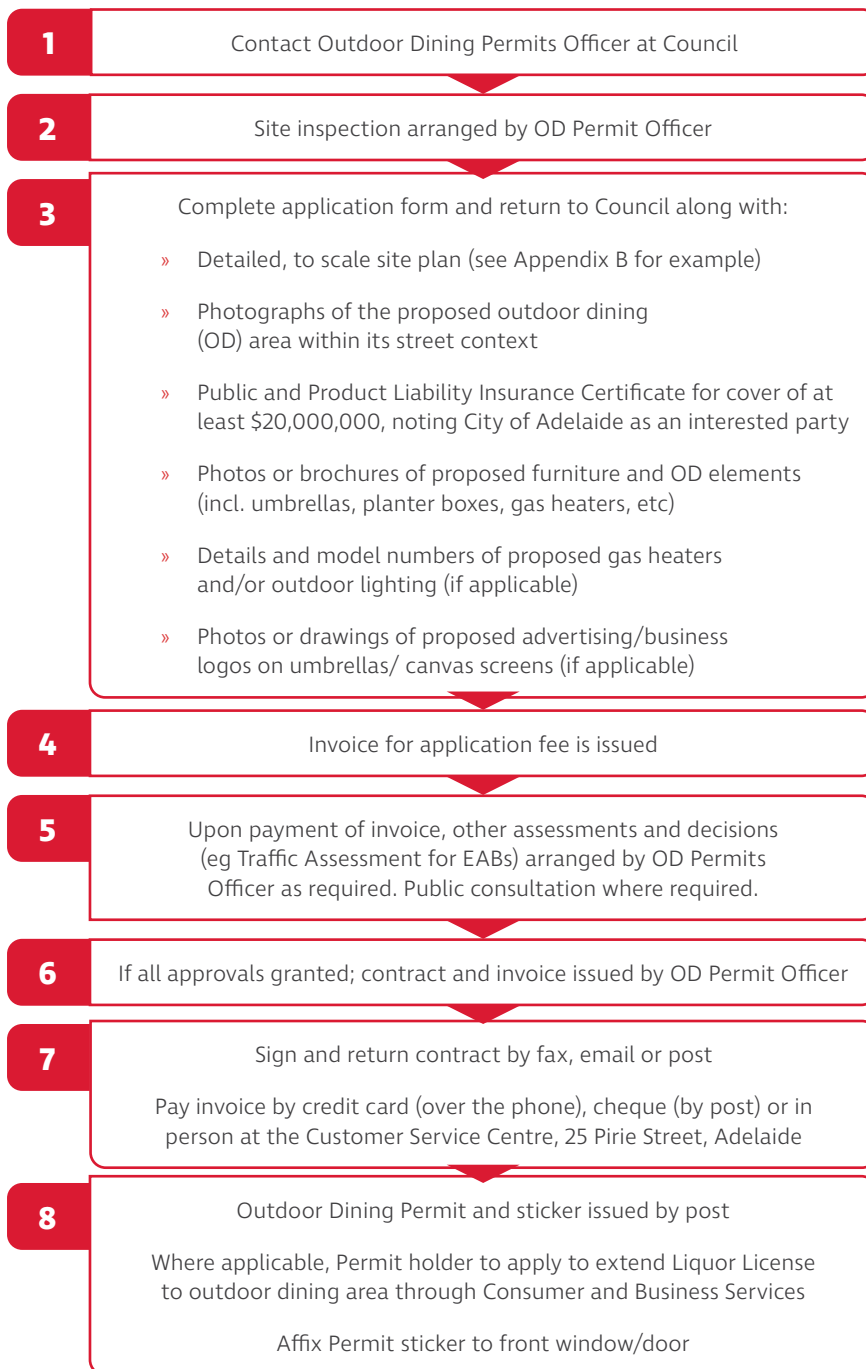
When assessing a permit application, Council will take into consideration any history relating to payments or legal compliance from the applicant. Any outstanding debts, historical payment defaults or compliance concerns in other activities may result in an Outdoor Dining Permit application being refused.

Please see Figure 1: Flow Chart of Application Process for further details.

Fees

An application fee is payable for all Outdoor Dining Permit applications. Annual Outdoor Dining Permit fees apply and the amount charged is dependent on the size and location of the outdoor dining area. Please see our fees and schedule charges for details [here](#).

Figure 1: Flow Chart of Outdoor Dining New Application Process

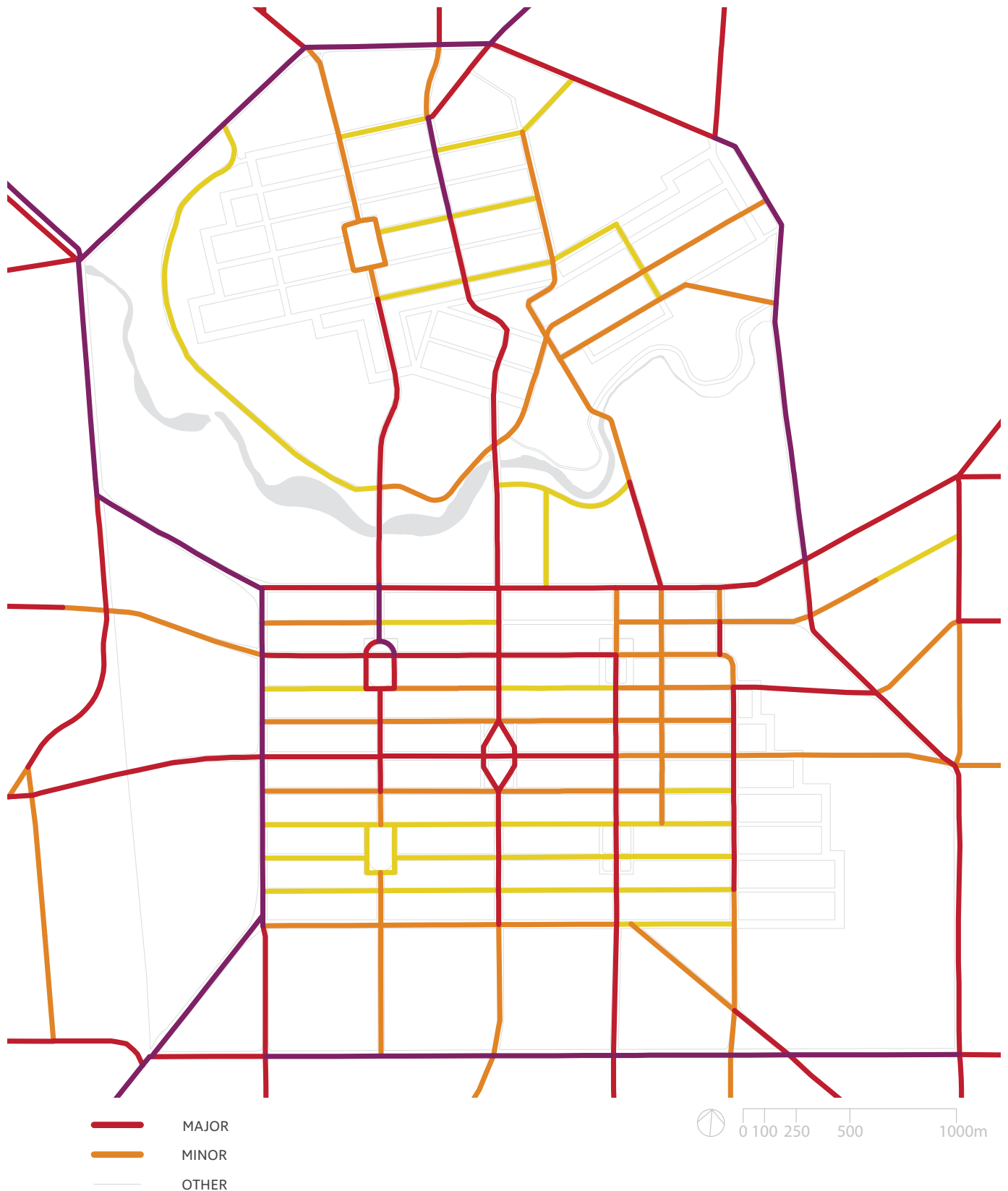


Appendix A

Major, Minor and Other Roads

This map identifies the Major, Minor and Other road types throughout the city. It is based on information from the Smart Move Transport

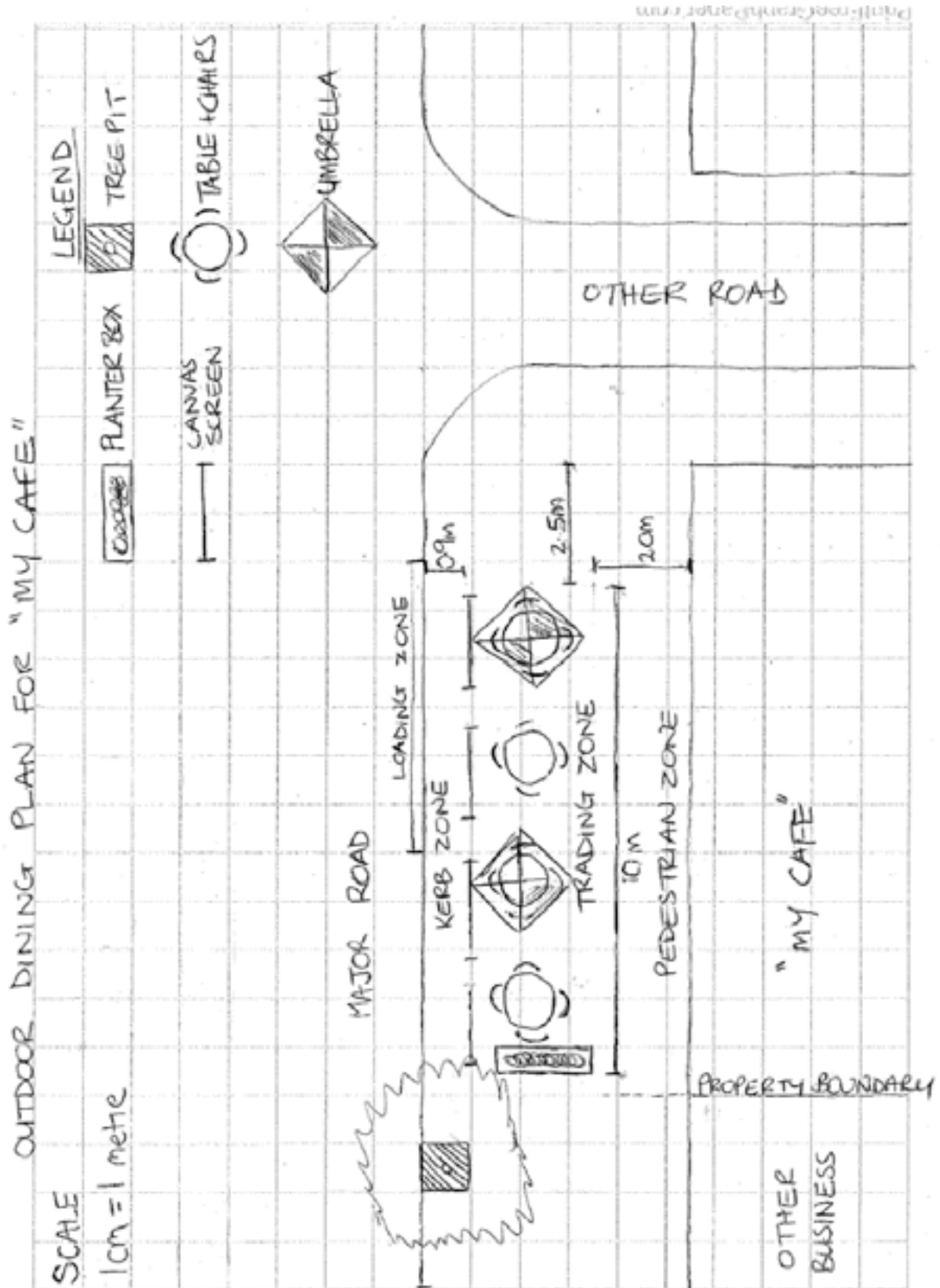
Strategy. This map is used when assessing the required setback from an intersection when applying for an Outdoor Dining Permit.



Appendix B

Example of detailed site plan

This is an example of the level of detail required in the site plan that must accompany all new Outdoor Dining Permit applications and requests for changes to existing outdoor dining areas.



Appendix C

Accessibility of Outdoor Dining Areas

Please consider these ways to make your outdoor dining more accessible.



Outdoor Dining

- ☐ Is your furniture in need of repair to ensure it is stable?
- ☐ Can a wheelchair fit easily under at least some of your tables? As a guide a table surface height of 750 to 850mm is recommended
- ☐ Can a wheelchair access at least one of your dining tables without impeding pedestrian movement space?
- ☐ Is your seating access friendly? As a guide seating height of 450 to 520mm is recommended
- ☐ Is there sufficient lighting (without glare) in the area to assist those with vision impairment?
- ☐ Does the colour of your furniture contrast with the area around it, enabling the vision impaired to navigate the space?
- ☐ Does your premise offer an accessible toilet?
Further information about the location of accessible public toilets is available at toiletmap.gov.au



Menus and cutlery

- ☐ Are your menus in large font and easy to read?
- ☐ Do you have hard copy menus that can be read at the table rather than having to locate a menu board?
- ☐ Is your crockery and cutlery easy to hold and use?



General accessibility

- ☐ Are your staff made aware of the considerations to make outdoor dining more accessible?
- ☐ Are your doorways clear of hazards?
- ☐ Are any steps clearly marked?
- ☐ Are there any head height hazards?



Guide Dogs and Assistance Dogs

- ☐ Is there space for a guide/assistance dog to be placed without impeding pedestrian access?
- ☐ Is a water bowl available on request for guide/assistance dogs?

Appendix D

Map of Rundle Mall Precinct



Appendix E

Umbrella Stability

Incorporating umbrellas within an outdoor dining area affords some protection from weather, enabling the patrons to utilise the area throughout the year.

This guide provides information to assist Outdoor Dining permit holders to safely use umbrellas within their outdoor dining area.

Umbrella bases can come in a variety of shapes, sizes and materials. Some include reservoirs that can be filled with sand or water

to help to weigh down the umbrella and reduce the chance of it being blown over by wind gusts. Others allow for ballast weights to be added as needed. The key is knowing how much ballast is enough.

This guideline is provided to assist people to understand how much ballast is needed for different umbrella sizes typically used in outdoor dining situations in Adelaide.

It can be used by anyone wanting to know how to safely use an umbrella in areas where anchorage of the base to the ground is not practical or where it is not appropriate because it would damage paved areas.

Care must be taken to ensure that the location that the umbrella base is placed is flat and level. Care should also be taken to ensure that umbrellas are not used where the wind forecast is for gusts of 40km/h.



How much ballast is enough?

The following table sets out how much weight is required to keep various size umbrellas secure and includes the weight of the base itself. It includes figures nominating additional ballast required for a 25kg square steel base unit:

Umbrella base plate ballast options:			Assuming 25kg weight of umbrella base			
Umbrella type	Baseplate size	Total ballast required	Number of 10kg sand bags	Number of 10kg steel plates	Number of 10kg concrete blocks	Number of 10kg bags of lead shot
2.0m sq or 2.0m diameter	500mm sq or 500mm diameter minimum	75kg	6	6	6	6
2.5m sq or 2.5m diameter	500mm sq or 500mm diameter minimum	75kg	6	6	6	6
3.0 sq or 3.0m diameter	600mm sq or 600mm diameter minimum	90kg	8	8	8	8
3.5 sq or 3.5m diameter	600mm sq or 600mm diameter minimum	120kg	10	10	10	10

Ballast Types

Ballast can come in a variety of forms. To make sure that ballast can be placed and removed easily, it is best to ensure that the weight is easily managed by most people. In general, a weight of 10kg is manageable by most people involved in placement and removal of umbrellas. By keeping ballast weights to less than 10kg per item, you will minimise the risk of injury from manual handing of ballast materials.

Different materials have different weights for the same volume. Where large amounts of ballast is required to properly secure an umbrella, consider using ballast that has a larger weight per unit of volume so that the area occupied by the ballast is minimised.

Council does not favour the use of water as ballast as experience has shown that water can often leak or evaporate out of the container

so that the ballast needed is no longer available. There are also difficulties which arise from filling and emptying water filled ballast tanks which can sometimes result in ballast not being filled when in use due to the hassle involved with type of ballast.

The following table provides information about how big 10 kg of each different ballast type is, which may assist in choosing the most appropriate ballast:

Ballast type	Size to achieve 10kg mass
Steel	Square 358 x 358 x 10mm high
	Square 461 x 461 x 6mm high
	Disk 403mm diameter x 10mm high
Lead	Tube 106mm diameter x 100mm high
	Square 297mm x 297mm x 10mm high
Concrete	Block 204 x 204 x 100mm high

Disclaimer: This information provided is intended as a guide. The City of Adelaide expressly disclaim responsibly for the size of umbrellas or weightings used by the Outdoor Dining permit holder.



Appendix F

Outdoor Dining Transition Plan

All existing fixed furniture that was previously approved will be allowed to remain. The transition to removable furniture will in most cases be triggered by the permit holder.

Change of ownership or closing down

I own and operate a small cafe in the city and am about to close down. I don't know what the future of this site holds.

In the unfortunate case that you are closing down Council will work with you as the permit holder to have all fixed furniture removed and the footpath reinstated, within the required 30 days from closure.

I run a successful restaurant with fixed furniture in North Adelaide and a new owner is taking over next month.

As the current owner, we need you to advise Council as soon as possible if your business is transferring ownership. You are responsible for removing any fixed furniture and reinstating the footpath before the business changes hands but Council will assist you. If this is not possible, Council will assist you and the new owner in ensuring that the business can continue to successfully operate, with a view to the fixed furniture being removed within six months of change of ownership.

Business wishes to remove furniture

I run a cafe and shop at the moment and have decided to focus on my retail offering. As such I don't require my outdoor dining anymore and would like to remove it.

Council will work with you as the permit holder and facilitate removal of the fixed furniture ensuring where possible minimal impact on the running of the business and pedestrian access in the area.

It's time to get some new furniture...

The fixed furniture outside my business needs to be updated. I'd like to replace it with new outdoor dining.

Council appreciates businesses continuing to invest in the city and supports the upgrading of business infrastructure like outdoor dining. Furniture upgrades provide a great opportunity for a transition to removable furniture. Council will assist permit holders with furniture removal and footpath reinstatement and with advice regarding the new outdoor dining plan.

Council also understands that sometimes as furniture infrastructure reaches end of life that it can become unsightly or hazardous to public safety.

Council will work with permit holders where this has been identified and support a transition to removing fixed furniture.

Council footpath works

I received notification that as part of Council's ongoing asset footpath renewal program the street my outdoor dining is on will be upgraded this year. What does this mean for my outdoor dining area?

Council will work closely with you and other businesses in the street to ensure minimal impact. As part of the footpath renewal works the fixed furniture aspects of your outdoor dining will need to be removed. We will work with you and provide a significant lead time before transition occurs.

Other information to note

Permit holders are responsible for the cost of the removal of the fixed furniture and reinstatement of the footpath (except if it forms part of Council's Footpath Renewal Program) as reflected in permit conditions.

Whenever a potential transition is triggered, Council will work with businesses to assess the practical considerations of a transition to removable furniture on a case by case basis.

City of Adelaide Outdoor Dining Transition Plan Summary | June 2017