Outdoor Dining Area Approval Application 2026/2027

Section 125 Roads Act 1993

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** 7 Civic Drive, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	4066
TRIM Ref.	
Last updated	June 2026
Business unit	Property
Application no.	
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.nsw.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not assessed until payment is received.
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

Please tick one:		
New application - no previous approval	◯	New Business Operator start date:
Transfer of existing approval	◯	Date of transfer:
Renewal of your approval	◯	

Part 1: Applicant details

Premises name			
Premises address			
		Postcode	
Registered business entity name		ABN	
Applicant name			
Mobile			
Email			
Invoice accounts email			

Part 2: Development consent details

Northern Beaches Council Development Consent details:			
DA number		Date of approval	

Part 3: Toilet facility details

Please state the current number of toilet facilities at your premises:			
	Male	Female	Disabled
Hand basin			
WC			
Urinal			

Part 4: Seating details

All premises must comply with the provisions of the Building Code of Australia, 1996 as amended. The maximum number of patrons within the Outdoor Dining Area is to be specified at the time of application and again at any subsequent renewal. All furniture must be removed from the approved area outside of approval operating hours. Please note that bench tables will not be approved unless they are able to be stored in the premises outside of operating hours.	
Number of existing tables inside restaurant	
Number of existing patrons inside restaurant	
Area of proposed outdoor dining area (sq metres)	
Number of proposed tables in the outdoor dining area	
Number of proposed patrons in the outdoor dining area	
Other Items - NB All intended items must be declared here in order to be assessed for Approval	

Part 5: Application details

Please read through the following application details.
A location plan drawn to scale (min 1:50) is to be attached to this application form. The plan is to show the area required for the approval. The distance to any structure or object in or adjacent to the area is to be a minimum of 2 metres (2.5 metres on a classified road). Measurements are to be shown on the location plan for all of the above matters. Location and number of proposed tables and chairs must also be shown.
Special attention is to be given to avoid the obstruction of pedestrian thoroughfares (a minimum clearance of 2 metres is required to any object in the vicinity of the Approved area) and, in plaza areas, ensuring that access corridors for emergency vehicles are kept clear. Approved areas in Rialto Square must place furniture within the paved area specifically designed for outdoor seating.
Please provide information/photos if applicable of the proposed design of the tables and chairs and any other proposed items.
You will be contacted to make payment of the application fee. The application fee is not refundable if the application is unsuccessful.
A bond is to be paid by the applicant at the commencement of the use of the Outdoor Dining Area (as per attached Schedule of Fees & Charges).
A copy of Product & Public Liability insurance to the value of at least $20 million is to be attached to this application. If the Approval is granted the policy will require endorsement noting Northern Beaches Council's respective rights and interests and indemnifying Northern Beaches Council for the Approved area. A copy of the revised policy is to be attached to the Approval Agreement upon execution.
All such Approvals are subject to consent by Council. Reports on such proposals incorporate the views of all Divisional Directors and have regard to Council's Management Plan in respect of the area involved. A minimum of four weeks is required to determine the application.
Approvals are granted only to restaurants/cafes which supply table service and are willing to extend such table service to the Outdoor Dining Area, including china plates, cutlery, glassware etc (no disposable materials).
The Licensee will not sell or serve or permit to be sold or served any alcoholic or intoxicating liquor in or from the licensed area except, where an appropriate liquor Licence has been obtained from the relevant Licensing Authorities.
Smoking or vaping is prohibited in the outdoor dining area.
Approval fees currently charged are based on the number of square metres used in the Outdoor Dining Area and the proximity of the area to the Town Centre. Fees are set in accordance with Council's annual Fees and Charges. All fees for Approvals must be payable quarterly in advance.
All new Approvals granted by Council will be subject to a six month trial with automatic continuation if no objections or other problems arise, but if objections are raised or problems arise, Council at its absolute discretion shall determine whether the Approval should be continued.
What area your proposed outdoor dining trading hours?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

The hours of operation of the Outdoor Dining Area shall generally be restricted to the hours of 7am to 10pm Monday to Sunday. If hours of operation have been granted to the premises under a Development Application, they should not exceed the hours of operation stated in the Development Consent for the restaurant. If no hours are stipulated in the Development Consent the operation of the outdoor dining area shall be in accordance with those set out in SEPP (Exempt & Complying Development Codes) 2008, Schedule 8, part 4, Clause 21("the procedure hours").
I hereby apply for an Outdoor Dining Area Approval under Section 125 of the Roads Act 1993 for a period of three years, and undertake to comply with the terms of any Approval that may be granted.

Applicant's signature		Date	
Applicant's name			
OFFICE USE ONLY:			
Fee paid (no GST):		Receipt no:	
Customer Service officer:		Date:	

Part 6: Schedule of Fees & Charges

Location	Fee per square metre, per annum (no GST)
Initial application fee (non-refundable)	$450.00
New owner transfer fee	$285.00
Renewal of an approval (no changes)	$86.00
Bonds - security and performance (to be paid for each new approval and returned at cessation of approval)	3 months approval fee
Administration fee - late payment	$110.00
Avalon	$375.00
Collaroy - Pittwater Road strip	$405.00
Collaroy - other area	$255.00
Curl Curl and Queenscliff	$275.00
Dee Why beachfront (The Strand)	$745.00
Dee Why - other areas	$440.00
Forestville Shopping Centre	$430.00
Freshwater	$480.00
Manly - CBD Central - Area 1 - The Corso (between Darley Road & North Steyne incl. cnr Sydney Road) & South Steyne (the Corso - Wentworth Street)	$900.00
Manly - CBD Central - Area 2 - The Corso (between East/West Esplanade & Darley Road)	$800.00
Manly - CBD - Area 3 - North Steyne (The Corso to Raglan Street, Market Lane, Short Street Plaza, Sydney Road Plaza and Rialto Square)	$700.00
Manly - CBD - Area 4 - Darley Road (The Corso & Wentworth Street), North Steyne (North of Raglan Street and South of Carlton Street) and South Steyne (South of Wentworth)	$700.00
Manly - CBD - Area 5 - Victoria Parade (including the corner with South Steyne), Wentworth Street (between South Steyne & Darley Road), Darley Road, North Steyne (North of Carlton Street), Marine Parade and Belgrave St & Whistler Street, Raglan St, Short St & Central Avenue	$630.00
Manly - Non CBD - Beatrice Street, Balgowlah Heights, Sydney Road, Seaforth and Sydney Road, Fairlight, (includes Fairlight, Balgowlah, Balgowlah Heights, Seaforth & Clontarf) and all other local shopping strips	$393.00
Manly - Non CBD - Pittwater Road	$465.00
Mona Vale	$375.00
Narrabeen	$415.00
Newport	$350.00
North Balgowlah, Brookvale, Frenchs Forest and Narraweena	$320.00
North Narrabeen	$295.00
Palm Beach	$345.00
Warriewood	$295.00
Whale Beach	$290.00
Unspecified other areas	$255.00
Minimum annual usage fee for outdoor dining approvals	$500.00

Part 7: Applicant's checklist

Complete this checklist to ensure you have completed all the necessary parts of your application.		
Have you attached a location plan to scale showing : a. All measurements b. Number of existing tables and chairs c. All other fixtures i.e. umbrellas, heaters	Yes ◯	No ◯
Is your Product & Public Liability Insurance Cover current and to the value of $20 million (or such higher amount as the Council/RTA may require from time to time)?	Yes ◯	No ◯
Does your plan allow for the minimum clearance requirements?	Yes ◯	No ◯
Must provide 'table service' or provision for cleaning and servicing	Yes ◯	No ◯
Are you intending to sell or serve any alcoholic or intoxicating liquor in or from the area?	Yes ◯	No ◯
If yes, what are your licensed hours? Complete the table below.	Yes ◯	No ◯

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday