



# APPLICATION FOR OUTDOOR DINING LEASE

KEMPSEY SHIRE COUNCIL  
PO BOX 78  
WEST KEMPSEY  
NSW 2440  
Phone (02) 6566 3200  
Fax (02) 6566 3205  
Email: ksc@kempsey.nsw.gov.au

**PLEASE NOTE:** This form is to make application for a lease to use Council property for the purpose of outdoor dining. A lease can only be granted where development consent has been gained for the use of Council’s property for outdoor dining. The form provides Council with the information required to prepare a lease. A letter making application for the lease/licence must be accompany this form. Such letter to provide full details to enable Council to consider your request.

*Please complete all sections*

**Development consent reference for outdoor dining:** .....

**Lessee Details:**

Lessee’s Full Name(s):.....

ABN: ..... Contact: .....

Guarantor’s Full Name (if Lessee is a Pty Ltd company):  
.....

Lessee’s Postal Address:.....

Lessee's Service address (must be a place of residence or business - not a post office box):  
.....  
.....

Phone (office hours):.....

Solicitor’s Name, Postal Address and Phone: .....

Proposed Date of Commencement of Lease: .....

**Insurance Details (Certificates of Currency to be attached where possible):**

*Public Liability – The following parties must be noted on the policy for their respective rights and interests:*

- *Kempsey Shire Council*
- *If Crown Land: The Minister for Administering the Crown Lands Act 1989 and the relevant Trust of the land.*
- *If Regional Park: The NSW Department of Environment and Conservation, Parks and Wildlife Division and Minister Administering the National Parks and Wildlife Act 1974.*

Insurance Company:.....

Contact:.....

Phone (office hours):.....

Policy number:.....

Amount of Cover:.....

*Other (if applicable) –*

Type (eg, building replacement):.....

Insurance Company:.....

Contact:.....

Phone (office hours):.....

Policy number:.....

Amount of Cover:.....

**Two Business Credit Referees (written references must be attached):**

1) Name: .....

Phone (office hours): .....

Address: .....

2) Name: .....

Phone (office hours): .....

Address: .....

*The maximum period for a lease agreement is two (2) years.*

*Council will assess the design and quality of all street furniture, barriers and ancillary equipment prior to the issue of a lease. Council reserves the right to refuse a lease agreement where the design and/or quality of the street furniture is not considered adequate.*

*This information is being voluntarily collected to process your application. Your information would comprise part of a public register related to this purpose. The information will be kept by Council and will be disposed of in accordance with the Local Government Disposal Authority. You are entitled to review your personal information at any time by contacting this Council.*

*For further information please contact Council’s Administrative Clerk, Ken Woods, on 02 6566 3200.*