

THE CITY OF GREATER GEELONG

OUTDOOR DINING GUIDELINES

SEPTEMBER 2025



We Acknowledge the Wadawurrung People as the Traditional Owners of the Land, Waterways and Skies. We pay our respects to their Elders, past, present and emerging. We Acknowledge all Aboriginal and Torres Strait Islander people who are part of our Greater Geelong community today.

CONTENTS

1.0	Introduction	04
2.0	Guiding principles	06
3.0	Determining a suitable site	07
4.0	Designing an outdoor dining space	08
5.0	Operation and management	18
6.0	How to apply	20
7.0	Appendix	25

1.0 INTRODUCTION

Geelong takes pride in its culinary delights and unique streets, and to enhance this experience, the City of Greater Geelong has developed guidelines to support hospitality businesses in expanding their service into public spaces when appropriate and feasible. Together, we can create inviting and safe spaces, enhance local streetscape, and contribute to a vibrant and thriving community environment.

Role of outdoor dining in Geelong

The City oversees and regulates outdoor trading activities on all public land to prioritise public access and safety. We recognise the value of outdoor dining and are committed to collaborating with businesses to facilitate this activity. Primarily, the aim is to:

- promote economic development
- establish exciting and vibrant streetscapes through a diverse range of activities
- encourage aesthetically pleasing footpath trading infrastructure in accordance with these guidelines
- enhance the shopping, dining and visitor experience by improving comfort, accessibility, greenery and safety
- support the safe emergence of a laneway culture for outdoor dining in laneways, minor roads under Council control, and declared sections of designated roads.

Purpose of this document

This document serves as a guide for businesses seeking to extend their services into public spaces for outdoor dining. It provides:

- clear steps to navigate the permit application process
- minimum design standards for elements such as tables, chairs, barriers, lighting, and signage
- guidance on balancing trader needs with public safety and accessibility.

These guidelines aim to support vibrant and safe outdoor dining while enhancing the overall experience for visitors and the community.

Where do the guidelines apply?

These guidelines apply to businesses seeking to use public footpath, street, laneway, nature strip, car park, or other public space for outdoor dining. They are applicable in the following locations:

- directly outside their business on public land.
- directly outside their business and neighbouring business on public land.
- a pedestrian laneway or street with or without an existing intermittent closure.
- a public space such as a wharf or plaza.
- parking bays outside or adjacent to the business.



As a UNESCO Creative Cities Network member, Geelong integrates design thinking into urban planning and development. This commitment is guided by the City's 30-year vision for a clever and creative future, which champions active street life and vibrant public spaces throughout the year. These guidelines support the delivery of that vision.

Image 01. Dining in Lt Malop St.

2.0 GUIDING PRINCIPLES

Outdoor dining and trading areas significantly contribute to great placemaking by enhancing the character and amenity of the locations.

Open and welcoming outdoor dining spaces should be accessible, fit for purpose and functional for traders, customers and the community. It is important to remember that these spaces should be an extension of a business's indoor area, not a replacement for it.

All permit applications must adhere to the principles outlined in this document, and all relevant legislation and policy (including any State Government policy and/or guidelines) with the intent of ensuring that these areas are successful and remain vibrant, inclusive, and engaging, and continue to contribute to the outdoor dining experience that enriches Geelong's identity.

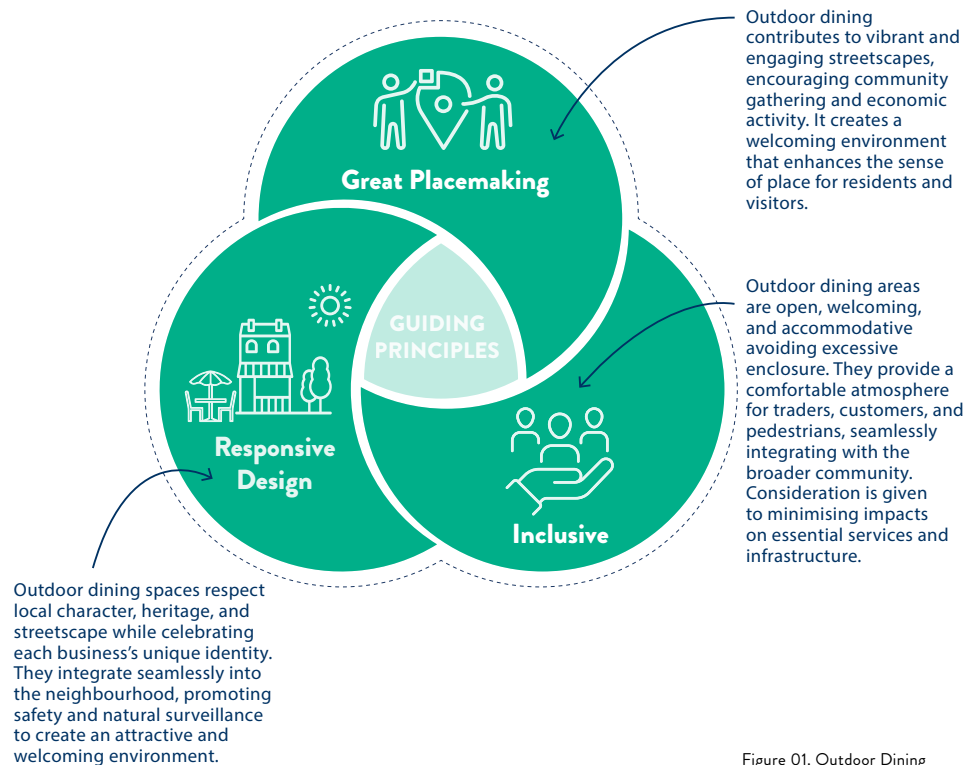


Figure 01. Outdoor Dining Guiding Principles

3.0 DETERMINING A SUITABLE SITE

Determining the suitability of an area for outdoor dining is essential to ensure its success. Each proposed location must be assessed on a case-by-case basis, considering factors such as public safety, pedestrian and disability access, public transport, parking, and loading, as well as the protection of public assets like street trees, signage, and furniture. The following criteria outline the conditions under which the types of outdoor dining may be permitted and accommodated.

SUITABLE LOCATIONS

Footpath dining is our most common outdoor dining arrangement and is suitable when clear pedestrian, kerb and trading zones are provided (see page 8).

Dining in other City-controlled public spaces, such as pedestrian laneways, wharves and plazas, may be permitted where footpath dining is not feasible, provided clear and continuous pedestrian access and trading zones are maintained (see page 14).

Dining in parking bays (parklets) may be permitted where footpath dining is not feasible, provided sightlines remain clear and the location complies with speed zone, road category, service placement, road safety, drainage, and supports placemaking or business activity (see page 16).

All outdoor dining areas should be clearly visible from inside the business to allow effective monitoring.

UNSUITABLE LOCATIONS

Compromise public safety, pedestrian access, or circulation, or significantly reduce traffic sightlines.

Interfere with loading zones, bus zones, taxi zones, or designated accessible parking spaces.

Obstruct essential services, including fire, water, gas, and telecommunications infrastructure.

Exclusions zones (refer Table 01, page 9)

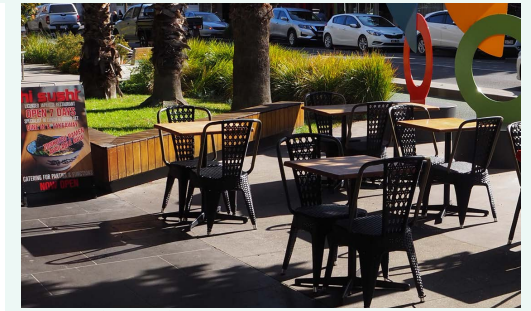


Image 02. Standard footpath dining.



Image 03. Alternative arrangement – laneway dining.



Image 04. Alternative arrangement – parklet dining.

4.0 DESIGNING AN OUTDOOR DINING SPACE

4.1 STANDARD FOOTPATH DINING

This type of dining applies to businesses extending their service area onto the footpath directly in front of the business frontage.

ELIGIBILITY CRITERIA

- ✓

Is the business registered under the Food Act 1984 and authorised to serve food and/or beverages?
- ✓

Are there adequate toilet facilities, as per the Building Code of Australia/Food Standards Code (refer page 13).
- ✓

Is the footpath greater than 2.85 m wide to allow adequate space for pedestrian trading and kerb zones? Less than 2.85 m is not enough space for footpath dining. You may be able to apply for a parklet (refer page 16).
- ✓

Can you position the outdoor dining area outside and in front of the business?

You may also be able to extend the outdoor dining trading in front of another and adjacent business if written support is obtained (refer appendix A3). Outdoor seating is permitted to support indoor seating, ensuring it complements, not replaces, the indoor dining experience.
- ✓

Is the street speed limit 50 km/h or lower?

The placement of outdoor dining areas must take into account the street speed limit, kerb type, and parking conditions and ensure appropriate safety measures (refer page 11).
- ✓

Can you set up the outdoor dining area in line with the design requirements and in a location free from exclusion zones? (refer table opposite)

DESIGN REQUIREMENTS

Once the general suitability of the proposed location is determined, the actual extent of the outdoor dining trading zone can be established. The size of each trading zone depends on maintaining appropriate pedestrian movement.

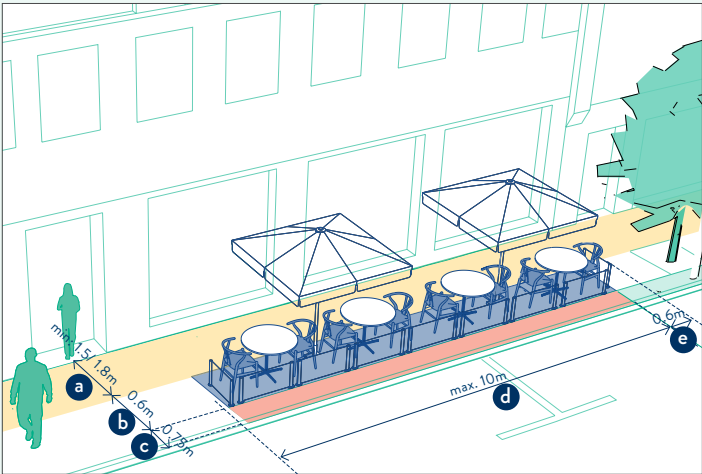


Figure 02. Standard Footpath Dining Configuration.

- a

Pedestrian Zone - Maintain a minimum clearance width of:
 - 1.5 m if footpath is less than 3.5 m
 - 1.8 m if footpath width is greater than 3.5 m.
- b

Outdoor Dining Trading Zone - minimum width of 0.6 m.
- c

Kerb Zone - Ensure a clear access width of 0.75 m from the road to the footpath for parallel parking. Refer to the exclusion zones table for requirements related to other parking arrangements.
- d

Ensure outdoor dining must not extend beyond 10 m in a continuous line in front of the business.
- e

Maintain a 0.6 m clearance from property boundaries to create breaks between businesses and ensure adequate pedestrian access.

EXCLUSION ZONES

CATEGORY	GUIDELINE
Intersections, crossings and access points	
Setback from road intersections	Maintain a 10 m setback from the corner of the road at intersections to preserve sightlines.
Setback from pedestrian crossings, traffic lights, or school crossings	Maintain a 20 m setback on either side to preserve sightlines.
Access restrictions	
Access restrictions	Outdoor dining must not be located in a bus zone, loading zone, mail zone, taxi zone, no stopping zone or disabled parking bay.
Setback from kerb ramp	Maintain a 1.5 m setback from the kerb ramp to ensure clear access and safe passage.
Setback from driveways	Maintain a 2 m setback from driveways to preserve sightlines and ensure safe visibility for vehicles and pedestrians.
Setback from kerb for parking	Maintain a setback from the kerb of: <ul style="list-style-type: none">• 0.75 m for parallel parking• 1.5 m for angled parking• 0.15 m where there is no parking and the road speed is 0-20 km/h• 0.75 m where there is no parking and the road speed is 30 km/h or above.
Clear zone at business property boundary	Maintain a 0.6 m clear zone at the property boundary of a business for access.
Street furniture and infrastructure	
Clear zone from various street furniture	Maintain a 1 m clear zone from parking meters, waste bins, bicycle hoops, fire hydrants, drains, phone booths, rubbish bins, seats and benches, post boxes, traffic signals, service pits, street trees, and garden beds.
Clear zone from stormwater pits	Maintain a 0.6 m clear zone from stormwater pits.

Note: Street furniture such as seats, bins, and bike hoops may be relocated if an agreed alternative location is found, with the cost borne by the business. Authorised Officers may assist with requests.

Table 01. Outdoor Dining Exclusions Zones.



Image 05. An example of an appropriate set-up in Highton, creating a comfortable and inviting space for dining.

4.2 GUIDELINES FOR STANDARD FOOTPATH DINING DESIGN

Furniture types

- Temporary furniture – easily removable items like tables, chairs and umbrellas.
- Semi-fixed furniture – items secured with in-ground sockets, such as umbrellas or barriers.
- Fixed furniture – permanent features like planters, bar tables and bollards may be permitted if they improve the streetscape, or address safety or accessibility needs.

Furniture placement and accessibility

- Furniture must be placed within the Trading Zone to ensure clear pedestrian access.
- Ensure a minimum 1m clearance for serving and clearing tables, and 0.8m between chair backs for comfortable movement.
- It must not obstruct vehicle sightlines.
- 24-hour access to essential services, fire doors, hydrants (both in-ground and above-ground), booster boxes and fire control rooms must be maintained.

Surface and slope considerations

- Outdoor dining is most comfortable on level, sealed surfaces between 0.57° (1:100) - 3° (1:19).
- For slopes between 3.1° (1:18.5) – 4.1° (1:14), semi-fixed (socket) or fixed picnic settings with bench seats may be considered.
- Dining is not suitable on slopes steeper than 4.1° (1:14). In such cases, decking may be considered to create a level surface.
- Slope angles in degrees can be measured using a smartphone with a level app installed.

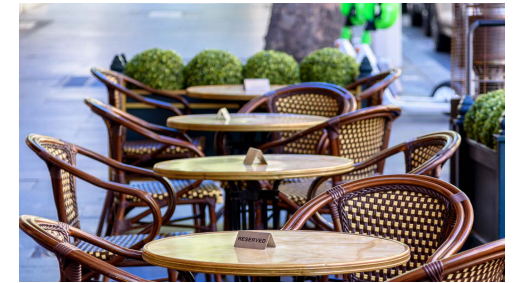


Image 06. Example of furniture that contributes to the area's character while supporting the business identity.

Decking

Decking may be permitted subject to available space, urban character, and street conditions.

Key requirements:

- Only considered on slopes over 4.1° (1:14).
- Must maintain sightlines to pedestrian zone.
- Must be accessible with a ramp integrated into the deck away from the pedestrian area.
- Non-slip, low maintenance materials.
- Non-climbable fall protection and impact protection required.
- Must not exceed 6.5 m in length, and 2.5 m in width.

Tables and chairs design

- Must be durable, weather-resistant and designed for outdoor use.
- Have a seat height of 0.55 m, a table height of 0.75–0.85 m, and knee clearance of 0.72 m under the table.
- Be stackable or easy to store outside trading hours.
- Must have rubber stoppers to prevent footpath damage.
- Should contrast with the background for visibility and pedestrian safety.

Temporary or fixed furniture (e.g. fixed tables and benches) must enhance the character of the area while aligning with the business's identity and meeting site requirements.



Image 07. Example of a non-fixed canvas screen barrier.

Barrier and screen design

Non-fixed barriers (eg. canvas screens) must:

- be secured with a locking mechanism (refer figure 03) or weighted base
- not exceed 0.9 m in height, including a minimum clearance of 0.15 m from the footpath
- not be fluorescent, neon, or reflective
- allow 2 m gap for accessibility if extending beyond 10.0 in a continuous line for footpath dining.

Fixed screens (glass and non-glass) are discouraged but may be permitted for safety or amenity purposes. They must:

- be secured with a lock-in device
- not exceed 1.2 m in height for glass screens, with a 0.15 m clearance from the footpath
- not exceed 0.9 m in height for non-glass screens and maintain 30 per cent visual permeability
- include a decal band with 30 per cent luminance contrast
- be wind-resistant and vandal-proof
- complement the streetscape, considering heritage aspects, durability, safety and material selection.

Vehicle impact attenuation requirements

The placement of outdoor dining areas must consider the street speed limit, kerb type and parking conditions to ensure appropriate safety measures. Safety measured required are:

Behind parallel parking with a barrier kerb

- 0–50 km/h: No impact attenuation required

Behind parallel parking with a semi-mountable or no kerb

- 0–30 km/h: Non-impact-rated bollards required
- 40–50 km/h: Impact-rated bollards required

Behind angled parking

- 0–20 km/h: Non-impact-rated bollards required
- 30–50 km/h: Impact-rated bollards required

Behind a barrier kerb or semi-mountable kerb with no parking

- 0–20 km/h: No impact-rated bollards required
- 30–50 km/h: Impact-rated bollards required

In a location with no kerb or parking

- 0–20 km/h: Non-impact-rated bollards required
- 30 km/hr+ Outdoor dining is not allowed

High-speed roads (60 km/h and above)

- Outdoor dining is not allowed.

Bollard design

- Should be spaced at intervals between 1.4 m–1.7 m (1.5 m preferred).
- Comply with Australian Standards.
- Impact-rated bollards must be NATA-tested for impact at the speed limit applicable to the road they are to be used on.
- Removable bollards may be approved where it can be demonstrated that access is required outside trading hours.
- Be either 316 stainless steel or powder-coated finish.
- Include a reflective strip in areas with no adjacent parking.

Umbrellas and canopies

- Allowed only where existing shelters (e.g. awnings) are absent or unsuitable.
- Must withstand winds up to 120 km/h and have a minimum clearance of 2.4 m from the footpath.
- Must be installed with an in-ground socket system or ballast for stability.

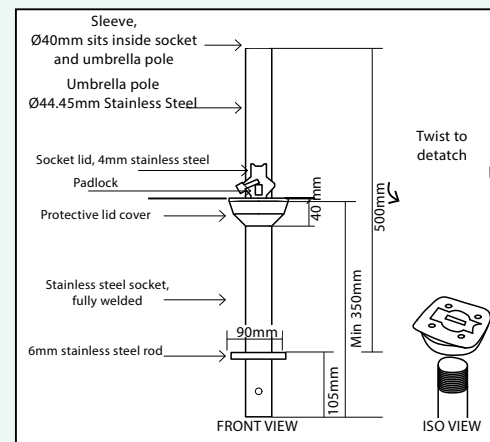


Figure 03. Detail of in-ground socket and sleeve system suitable for umbrella and barriers.

Blinds (discouraged, considered case by case)

- Must be removed or retracted outside trading hours.
- Must not include advertising.
- Must allow for a 2.0 m-wide pedestrian gap every 10 m if forming a continuous barrier.

Planters

- Must be placed within the Trading Zone.
- Maximum height 1.2 m including plants.
- Must have drainage system.
- Must be securely weighted or fitted with lockable castors to ensure stability.
- A schedule of proposed plants is required as part of the application. Plant selection should prioritise species from the suggested list (refer to appendix).

Heating

- Must be placed within the Trading Zone and removed outside trading hours.
- Freestanding gas heaters must be at least 2.1 m high.
- Fixed heaters on awnings/ verandas require a 2.4 m clearance.
- Ensure that any heaters used comply with Australian standards.

Electricity and lighting

Lighting may be permitted for outdoor dining areas operating beyond daylight hours, provided it:

- complies with Australian standards to ensure safety for patrons and the public
- is located within the Trading Zone
- has concealed electrical wiring to prevent hazards
- does not include external speakers; any speakers must be positioned inside the business and away from entrances
- requires a certificate of compliance from a registered electrician upon completion.

Signage and branding

- One A-frame sign is permitted in the outdoor dining space (commercially zoned land), between 1.0 m–1.2 m high and no wider than 0.6 m. It must be weighted and must not obstruct pedestrian pathways.
- Signage must be placed directly in front of the business it refers to, unless an alternative location is approved.
- Advertising on planters, barriers, screens or umbrellas is only permitted if it enhances the streetscape and maintains a clean, uncluttered environment.
- Inflatable, portable electronic, illuminated, moving signs, flags and banners are prohibited.

Toilet provision

- For premises with more than 20 seats, businesses must ensure compliance with the Building Code of Australia and Food Standards Code regarding toilet and sanitary facility requirements.



Image 08. Heating devices located within Trading Zone with adequate height clearance to sit within the building awning.



Image 09. Example of planters integrated with barriers with allowance for drainage and clearance for footpath maintenance.



Image 10. An A-frame sign positioned directly in front of the business, designed to complement the local character and business identity on Little Malop Street.

4.3 ALTERNATIVE OUTDOOR DINING: LANEWAYS, PLAZAS, WHARVES

In some situations, outdoor dining may be considered on alternative Council land, such as laneways, plazas or wharves.

As these spaces often serve multiple users and functions, proposals will be assessed on a case-by-case basis, with careful consideration of the site context, surrounding land uses, and public access needs.

To assist applicants, the following step-by-step process outlines key stages of assessment and decision-making:

STEP 1: START WITH A CONVERSATION

Begin by requesting a pre-application meeting with us.

- This discussion will help determine your proposed location's suitability and will consider factors such as:
 - Pedestrian movement and unobstructed access
 - Emergency and service vehicle access
 - Proximity to and impact on surrounding properties and land uses
 - Access for deliveries, waste collection, and loading zones
 - Consideration of exclusion zones (see page 9)
 - General suitability of scale, layout, and operation
- We will also confirm you are:
 - A business registered under the Food Act 1984
 - Authorised to serve food and/or beverages
 - Have access to adequate toilet facilities (as required under the Building Code and Food Standards Code)
- If your proposal shows potential, you will be invited to proceed to Step 2.



Image 11. Example of outdoor dining within a plaza space – Eastern Beach Reserve.

As outdoor dining evolves, these emerging and complex dining types require tailored assessments to ensure they fit the space, meet safety requirements and align with the surrounding environment. We're here to assist you in navigating these considerations and ensuring your set-up is well-suited to the space.

STEP 2: DESIGN, SAFETY AND DOCUMENTATION

Given the complexity of these arrangements, you will work collaboratively with the City to refine your layout in relation to the surrounding streetscape.

The following two scenarios illustrate potential arrangements that could be considered, we may recommend an alternative configuration or a precinct level solution involving coordination with nearby businesses.

At this stage, we will advise you on the specific documentation required to support your application. For an indication of what may be required based on site-specific circumstances, please refer to page 21.

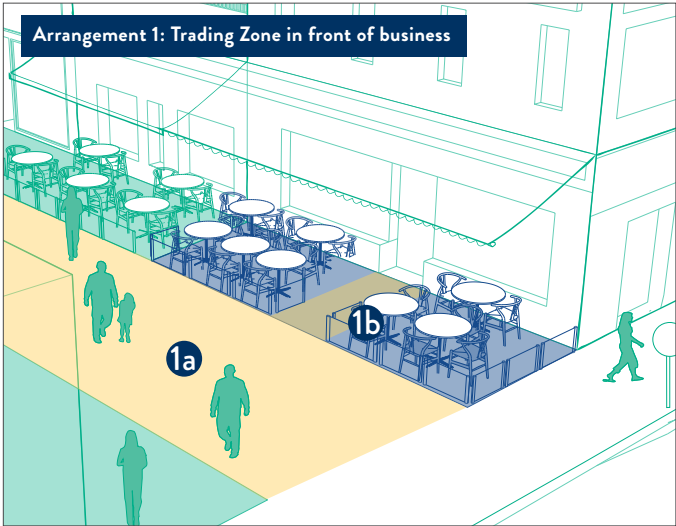


Figure 04. Precinct-based alternative dining – trading in front of a business.

- 1a The Pedestrian Zone must provide a clear path for pedestrians, emergency access and occasional service access if required.
- 1b The Outdoor Dining Trading Zone is located in front of the business, extending from the property boundary to the edge of the Pedestrian Zone. It must ensure unobstructed access to business entrances and maintain a continuous, accessible pedestrian route, including for visually impaired persons, with appropriate screens or barriers to define the space.

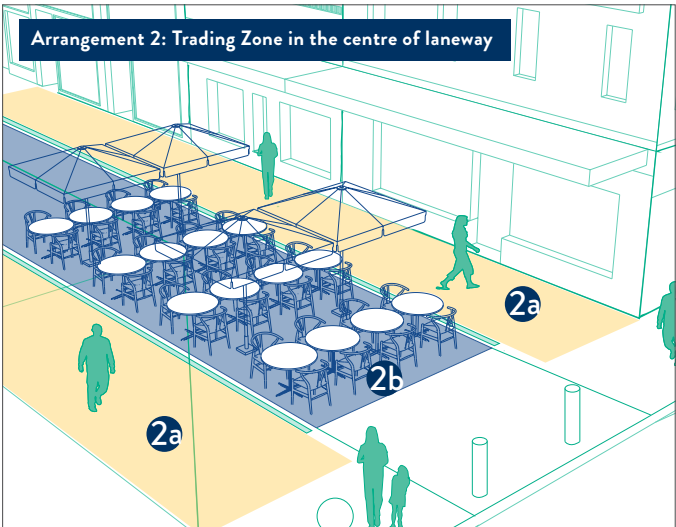


Figure 05. Precinct-based alternative dining – trading in centre of laneway.

- 2a The Pedestrian Zone must provide a clear path for pedestrians. Emergency and service access should be accommodated through an alternative arrangement (e.g. rear access).
- 2b The Outdoor Dining Trading Zone is positioned in the laneway directly in front of the business address.

4.4 ALTERNATIVE OUTDOOR DINING: ON-STREET PARKLETS

If outdoor dining cannot extend onto the footpath, businesses may apply for a permit to use an on-street parking space, known as a parklet, for outdoor dining.

Each application is assessed on a case-by-case basis, with careful consideration of street conditions, safety, parking demand, and site-specific requirements. Due to the complex safety and engineering considerations involved, a tailored approach is required.

STEP 1: START WITH A CONVERSATION

Begin by requesting a pre-application meeting with us to determine whether a parklet may be suitable for your location.

During this meeting, we will discuss:

- Whether footpath dining is unfeasible
- If there is suitable on-street parking located directly in front of the business
- Road speed limits (40 km/h or less, low speed environment) and other road or parking considerations
- Proximity to intersections, driveways, pedestrian crossings, and public transport stops
- Any Exclusion Zones (refer to page 9) or Special Building Overlays
- Potential impacts on adjacent properties, businesses, and public access

- Whether written support from neighbouring businesses or residents is required

We will also confirm your business meets the following eligibility criteria:

- Registered under the Food Act 1984 and authorised to serve food and/or beverages
- Access to adequate toilet facilities (as required under the Building Code of Australia and Food Standards Code)

If your proposal for a parklet is considered viable, you will be invited to proceed to Step 2.

STEP 2: DESIGN, SAFETY AND DOCUMENTATION

At this stage, you will work closely with us to develop a parklet proposal that meets all required design, safety, and technical standards.

Design and Safety Considerations could include:

- Parklets should include safety measures such as wheel stops, reflective elements, and barriers to the satisfaction of the City.
- The platform should be level with the footpath (top of the kerb), with no tripping hazards.
- The platform must be made from durable, weather-resistant, non-slip materials that meet Australian Safety Standards.
- The platform must provide adequate space for drainage and cleaning including:
 - clearance below the platform to allow water to drain freely; a movable threshold platform or gutter for cleaning access; and an overflow hole for excess water.
 - not be above drainage grates, pits, or outlets unless a lid allows inspection access.
 - consider rubbish grates at either end of the platform.
 - must not be fixed to the road, kerb, or channel.
- Emergency services access must be maintained. the Building Code of Australia and Food Standards Code)

STEP 3: TECHNICAL REPORTS AND CERTIFICATIONS

Following review of your proposal, an Officer will confirm whether you may proceed and advise on the specific technical reports required to satisfy all site-specific requirements. These may include:

Engineering certification

- Structural design certification from a Registered Engineer.
- Certificate of Compliance Inspection to confirm the parklet meets structural and safety requirements.
- Post-construction certificate from a qualified engineer, verifying that the installation aligns with the approved design and standards.

Traffic and safety reports

- Traffic Engineering Report, assessing the parklet's impact on vehicle and pedestrian movement.
- Road Safety Audit, identifying potential risks and ensuring the parklet does not compromise road user safety.

Site specific assessments and management plans

- Utilities assessment.
- Drainage and stormwater management.
- Accessibility compliance review.



Image 12. Example of a parklet in slow speed street.



Image 13. Example of a parklet with fun, creative furniture that reflects the business identity, enhancing the space's vibrancy while ensuring accessibility and safety.

Given the complex safety and engineering considerations, a tailored assessment is required for parklets. Contact us for guidance to ensure your parklet fits the space, meets safety requirements, and complements the surrounding environment. We're here to help.

5.0 OPERATION AND MANAGEMENT

Roles and responsibilities

We are responsible for issuing and overseeing Outdoor Dining Permits and managing the street environment and public spaces to ensure they are safe, accessible and welcoming.

As a business owner, you must hold a valid Outdoor Dining Permit and provide proof of public liability insurance. You are required to comply with all conditions outlined in the Permit, which include, but are not limited to, maintaining a safe, clean and vibrant environment for customers and the broader community.

Maintenance

Your business is responsible for:

- maintaining a clean and tidy outdoor dining space, including the removal of litter, bird droppings, tree debris and spills
- properly separating and storing waste. Waste must not be placed in public litter bins and must be disposed of in a manner that does not obstruct stormwater drains
- preventing littering by avoiding the use of paper plates, cups or other disposable items that could be blown away by the wind. Instead, non-disposable plates, cups and cutlery should be used within the outdoor dining area
- maintaining the presentation of furniture and fittings, including regular cleaning. This includes watering and pruning plants, and promptly removing any dead leaves or debris
- addressing any damage to fixtures promptly and removing damaged items as required.

Public liability insurance and indemnity

The Permit Holder must take out and maintain public liability insurance for the area which is the subject of the Outdoor Dining Permit. The policy of insurance must be taken out with an insurer authorised to provide insurance in Australia.

Removal of outdoor dining objects or infrastructure

Outdoor dining infrastructure must be easily removable to allow for emergency services or utility access when required. All temporary or semi-fixed furniture and infrastructure must be removed by the close of business or 1.00am, whichever is earlier. These items must not be placed out before 7.00am each day.

Removal of works

If an Outdoor Dining Permit is cancelled or expires, the Permit Holder must reinstate the public space to its original condition, including the removal of any infrastructure such as sockets, glass screens, plants, and any damage to the footpath. Semi-permanent fixtures must be removed within 14 days. If removal and reinstatement is not completed within this period, the City may carry out the necessary works and seek recovery of its costs from the Permit Holder.

Trial Period and Review

'Alternative dining' permits may be subject to a trial period and periodic review to ensure compliance with regulations and community expectations. We will assess the impact of the trial and may modify or revoke the permit based on performance, feedback and ongoing compliance.

Compliance and enforcement

We will regularly monitor and evaluate outdoor dining areas to ensure compliance with permit conditions. Permits may be amended or canceled under the Local Law, including in circumstances where the Permit Holder has failed to comply with permit conditions or fails to comply with a Notice to Comply issued under the Local Law.

Possible enforcement actions may include:

- resolving minor breaches through education and efforts to achieve voluntary compliance
- a Notice to Comply for subsequent or serious breaches
- an infringement notice for non-compliance or serious breaches
- cancellation of the permit or prosecution for repeated offences.

Further incidents of non-compliance will result in additional infringements without warning. Non-compliance may also influence decisions on permit amendments or additions.

Liquor licence compliance

Victoria Liquor Commission is the compliance regulatory body in addition with VicPol who monitor liquor licence conditions for Outdoor Dining Permits. Any breaches of liquor licensing conditions will be referred to these authorities. A second breach may result in the revocation of the outdoor dining permit.



Image 14: Geelong Waterfront

6.0 HOW TO APPLY

We are committed to making the outdoor dining application process as easy as possible for businesses. This section outlines the steps to apply for a permit, including key requirements and guidelines to ensure a smooth approval process.



1 - PRE APPLICATION

- ✓ Carefully review our Outdoor Dining Guidelines to understand the regulations, design standards and requirements for your proposal.
- ✓ For standard footpath dining, plan the layout of your outdoor dining area, including furniture, signage, barriers and other elements, ensuring sufficient pedestrian space, and compliance with safety and accessibility standards.
- ✓ If your outdoor dining area extends beyond your property, obtain written consent from neighboring property owners and businesses.
- ✓ For alternative outdoor dining arrangements, such as parklets or laneway dining, proposals are assessed on a case-by-case basis. A pre-application meeting will be arranged with an Officer to determine whether your proposal is viable and to discuss any site-specific considerations. Depending on these, you may be required to submit technical reports (e.g. traffic or engineering assessments) to meet regulatory requirements and community expectations. The Officer will advise on the specific documentation needed to support your application.



2 - APPLICATION

Standard footpath dining

To apply for an outdoor dining permit on the footpath, the following requirements must be met and submitted as part of your application.

1. Completed Footpath Trading Application

Submit your application form via our website www.geelongaustralia.com.au

2. Site plan (1:100 scale)

A site plan showing existing conditions of the area at a scale of 1:100, including dimensions and the following:

- North point and site boundary.
- Property address and road name.
- Building frontage, entrances, and footpath width.
- Abutting properties with business names.
- Kerb line and any infrastructure on the footpath (e.g. trees, light poles, litter bins, public seats, bicycle stands, fire hydrants, stormwater pits, utility or telecommunication assets).
- Relevant signage, including bus stops.
- Parking bays, parking restrictions, traffic lanes and bike lanes.
- Existing outdoor dining, advertising boards, or any other features that may be relevant to your proposal.

3. Proposed site plan (1:100 scale)

A site plan showing your proposed layout for footpath dining, including:

- Location and type of proposed furniture (tables, chairs, umbrellas, barriers, planter boxes, etc.)
- Location of any proposed vehicle mitigation barriers (if required)
- Setbacks and clearances to all items requiring exclusion zones.

4. Furniture, fittings, fixtures specifications

- Provide details of all furniture, fittings and fixtures to be used in the outdoor dining area, including but not limited to: tables and chairs, umbrellas, planter boxes, barriers or screens, bollards, heating, electrical, lighting, signage, socket and, sleeve systems.

5. Public liability insurance

- Provide a Certificate of Currency for public liability insurance with a minimum cover of \$10 million.
- The certificate must list the City of Greater Geelong as an interested party.
- Coverage must include liability for injury, death or property damage arising from the outdoor dining operation.

6. Liquor licence (If applicable)

- If serving alcohol in your outdoor dining area, include a copy of your liquor licence or an application for one.

Alternative dining

For dining in parklets, laneways or plazas, additional requirements apply based on site conditions. An officer will advise on specific requirements, which may include:

- structural and safety approvals
- traffic and safety assessments
- site-specific assessments and management plans for utilities, drainage and stormwater, and accessibility compliance
- other standard requirements, including Public Liability Insurance and Liquor Licence.

Each application will be assessed based on its unique site conditions, and an officer will guide you through the process.



3 - ASSESSMENT

All outdoor dining applications will be reviewed by an Authorised Officer to ensure they meet our requirements and public space priorities. The assessment process includes:

- Site review: an officer may conduct a site visit to assess the proposed outdoor dining set-up, considering its impact on pedestrian access, public space and nearby businesses.
- Pedestrian and Traffic Safety Assessment: the proposal will be evaluated for any potential safety risks, including pedestrian movement, vehicle access and sightlines.
- Consultation with relevant agencies: where necessary, input may be sought from other departments or external agencies to ensure the proposal aligns with broader urban design, planning, and safety considerations.

- Local business engagement: we may consult with businesses in the area to understand potential impacts, gather feedback, and promote the broader benefits of outdoor dining from an economic and place-making perspective.

Once the assessment is complete, applicants will receive conditional approval along with an annual permit fee invoice. Any specific conditions or required modifications will be outlined as part of the approval process.



4 - ISSUE OF PERMIT

- ✓ When approved and paid for, you will be issued an Outdoor Dining Permit, which should be placed in the window of your business to be visible. Approval and plan must be kept on premises and produced upon request.

Permit fee, period of permit

- Permits expire one year after the date of issue.
- For current footpath trading permit fees visit www.geelongaustralia.com.au.

Authorised and Delegated Officers

Authorised Officers and Delegated Officers may amend or cancel a permit as set out in the Local Law. This includes situations where a Permit Holder has failed to comply with its permit conditions or has failed to comply with a Notice to Comply issued under the Local Law.

Permit amendments

Your business is required to apply for a new permit if:

- additional items are introduced or significant modifications are made to the existing permit, such as changing barrier types, increasing seating capacity, or adding food displays.

Your business may apply for a permit transfer if:

- the business changes ownership but the outdoor dining set-up remains the same. The new owner must obtain consent from the current permit holder and submit the prescribed transfer form and fee.

7.0 APPENDIX

A1 Definitions	25
A2 Site plan example Standard footpath dining	26
A3 Occupying neighbouring premises consent statement template	27
A4 Plant selection table	28



A1 DEFINITIONS

- Authorised Officer** – means an Authorised Officer of Council appointed under Section 224 of the Local Government Act 1989.
- Council-controlled public space** – an area managed or maintained by the Greater Geelong City Council, including roads, footpaths, plazas, pedestrian laneways and other public realms.
- Council or City** – means the Greater Geelong City Council.
- Designated Road** – a public road where Council is the designated responsible road authority as defined under the Road Management Act 2004 – VicRoads is also a responsible road authority for roads they control and will have role to play in those instances.
- Exclusion Zone** – means space within the public realm where outdoor dining is not allowed.
- Footpath Width** – means the distance from the face of the kerb line to the outside edge of the building line (property line).
- Kerb Zone** – means the area between the kerb line and the outer edge of the Trading Zone.
- Local Law** - the Neighborhood Amenity Local Law 2024 as amended from time to time, or any other local law which replaces it.
- Outdoor dining (temporary)** – means dining outdoors on Council land where all furniture and other items are removed from such site by 1.00am each day or at the close of business, whichever the earlier and not place such items back on to such land prior to 7.00am on any day.
- Outdoor dining (fixed)** – dining outdoors on Council land with permanent fixtures, such as fixed furniture and barriers, remaining in place.
- Outdoor dining (semi-fixed)** – dining outdoors on Council land where fixtures, such as furniture, barriers, and umbrellas, are secured in a manner that allows for removal each night in accordance with the schedule for temporary dining.
- Outdoor Dining Permit** – a permit for the conduct of activities or use of outdoor dining facilities, signs, goods for sale and items such as umbrellas, planters, gas heaters, barrier screens, and other related items on Council-controlled public spaces.
- Parklet** –A protected area within a roadside car parking space, used by a business to provide seating for patrons to consume food or drink purchased from the business.
- Pedestrians** – means any person travelling along a footpath whether walking, using a wheeled recreational vehicle, pram/stroller/shopping/delivery trolley, a guide dog or other assistance animal or a mobility aid such as a wheelchair, motorised scooter, walker, crutch or walking frame, or any other aid to assist mobility or orientation.
- Pedestrian Zone** – means the area that must remain unobstructed to allow safe and accessible movement for pedestrians.
- Permit** – means a permit issued by the Greater Geelong City Council under the Neighbourhood and Amenity Local Law 2024 (as amended).
- Permit Holder** – means the person named as the responsible person on the application form and Permit.
- Policy** – Any relevant Council Policy that applies to outdoor dining
- Trading Zone** – the designated area within the public realm allocated for outdoor dining, where tables, chairs, and other dining-related elements are permitted.
- Trader** – means a person who carries out a commercial activity on behalf of a business, who may also be the Permit Holder; owner.
- Signs** – includes A frame structures and other objects that can be securely and safely positioned to the satisfaction of Council to promote goods and services.

A4 PLANT SELECTION TABLE

This list offers suggested plant species to help create vibrant outdoor dining spaces. It includes a mix of native and exotic plants suited to local conditions and ideal for use in planters, adding texture, color, and visual interest.

Common name	Botanical name	Mature height	Mature width	Origin	Position	Soil conditions/ type	Lifespan type
Dwarf River Wattle	<i>Acacia cognata</i> 'Fetuccini PBR'	70 cm	1.5 m	native	full sun, semi-shade	well drained, native potting mix	perennial
Dwarf River Wattle	<i>Acacia cognata</i> 'Green Mist'	1-1.5 m	1-1.5 m	native	full sun, semi-shade	well drained, native potting mix	perennial
Midgenberry	<i>Austromyrtus dulcis</i>	1 m	1 m	native	full sun, tolerates light shade	well drained, native potting mix	perennial
Lemon Myrtle	<i>Backhousia citriodora</i>	3 – 5 m	5 – 15 m (pruning suggested)	native	full sun	well drained, native potting mix	perennial
Dwarf Hairpin Banksia	<i>Banksia spinulosa</i> 'Birthday Candles'	30 – 60 cm	1 – 1.5 m	native	full sun	well drained, native potting mix	perennial
Apple Berry	<i>Billardiera scandens</i>	1 – 1.5 m	1.5 – 2 m	native	full sun, semi-shade, heavy shade	well drained, native potting mix	perennial
Native Daisy	<i>Brachyscome angustifolia</i>	15 – 30 cm	30 – 60 cm	native	full sun, tolerates light shade	well drained, native potting mix	perennial
Native Daisy	<i>Brachyscome multifida</i>	15 – 30 cm	30 – 60 cm	native	full sun, tolerates light shade	well drained, native potting mix	perennial
Japanese Boxwood	<i>Buxus microphylla japonica</i>	1 – 2 m	60 cm – 1 m	exotic	full sun, semi shade	well drained	perennial
English Box	<i>Buxus sempervirens</i>	30 cm – 1 m	30 cm – 1 m	exotic	full sun	well drained, moist, slightly alkaline pH	perennial
White Correa	<i>Correa alba</i>	60cm – 1.5 m	60 cm – 1 m	native	full sun	well drained, native potting mix	perennial
Pink Correa	<i>Correa alba</i> 'Coastal Pink'	60 cm – 1.5 m	60 cm – 1 m	native	full sun	well drained, native potting mix	perennial
Kidney Weed	<i>Dichondra repens</i>	15 cm	2 m	native	semi-shade, heavy shade	well drained, native potting mix	perennial
Oakleaf Hydrangea	<i>Hydrangea quercifolia</i> 'Snowflake'	60 cm – 1 m	60 cm – 1 m	exotic	semi-shade, heavy shade	well drained	perennial

Common name cont	Botanical name cont	Mature height cont	Mature width cont	Origin cont	Position cont	Soil conditions/ type cont	Lifespan type cont
Cone Bush 'Safari Magic'	<i>Leucadendron</i> 'Safari Magic'	1 – 1.5 m	1 – 1.5 m	exotic	full sun, open position	well drained	perennial
Chinese Fringe Flower	<i>Loropetalum chinense</i> 'Plum Gorgeous'	1 – 1.5 m	1 – 1.5 m	exotic	full sun, semi-shade	well drained	perennial
Common Rosemary	<i>Rosemarinus officinalis</i>	1 m	1.5 m	exotic	full sun	well drained	perennial
Rosemary 'Blue Lagoon'	<i>Rosemarinus officinalis</i> 'Blue Lagoon'	1 m	1.5 m	exotic	full sun	well drained	perennial
Blue Chalksticks	<i>Senecio serpens</i>	30 cm	1.5 m	native	full sun	well drained, native potting mix	perennial
Fan Flower	<i>Scaevola aemula</i>	50 cm	1 m	native	full sun, semi-shade	well drained, native potting mix	perennial, short-lived
Native Violet	<i>Viola hederacea</i>	20 cm	1 m	native	semi-shade, heavy shade	well drained, native potting mix	perennial
Compact Coastal Rosemary	<i>Westringia fruticosa</i> 'Grey Box'	45 cm	45 cm	native	full sun	well drained, native potting mix	perennial
Paper Daisy, Everlasting Daisy	<i>Xerochrysum bracteatum</i>	15 – 30 cm	15 – 30 cm	native	full sun, tolerates light shade	well drained, native potting mix	biennial, perennial
Paper Daisy, Everlasting Daisy	<i>Xerochrysum bracteatum</i> 'Dreamtime Jumbo White'	15 – 30 cm	15 – 30 cm	native	full sun, tolerates light shade	well drained, native potting mix	biennial, perennial

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