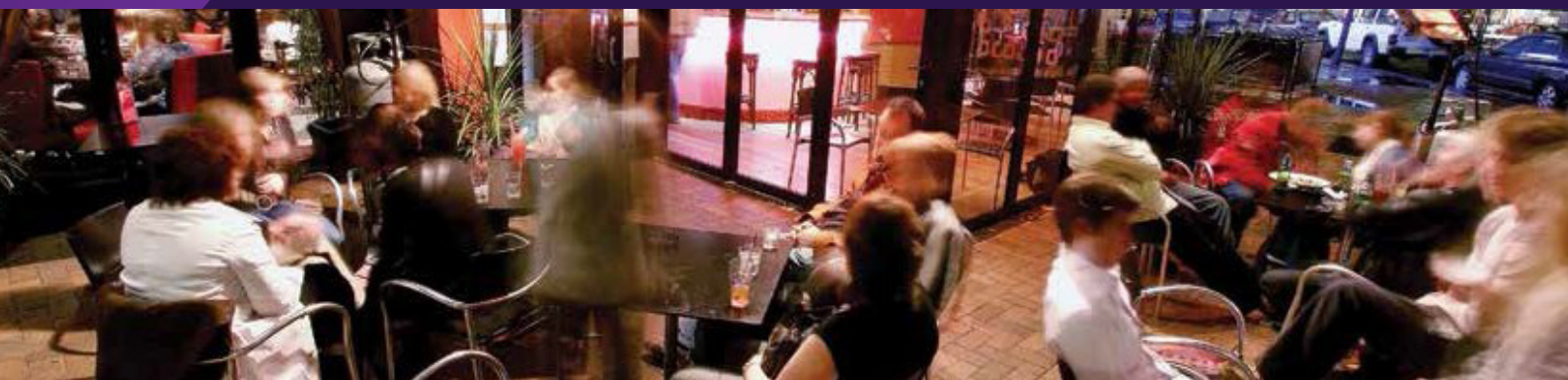


# A GUIDE FOR: OUTDOOR BARS





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## OVERVIEW

In an effort to support Canberra's growing hospitality sector, and in particular businesses operating an outdoor bar or dining area, the government has amended its regulation to enable outdoor liquor service areas.

This guide provides advice to those businesses seeking to establish a new outdoor service area, including assistance with what approvals may be required.

For more information please contact Access Canberra - Liquor Compliance on (02) 6207 3000 (option 8) or by email to [liquor@act.gov.au](mailto:liquor@act.gov.au)

## PART 1: ISSUES TO CONSIDER BEFORE ESTABLISHING AN OUTDOOR BAR

When establishing an outdoor liquor serving counter, you should consider staffing requirements and if any security measures are needed to ensure safety for staff and patrons.

You may also need to consider the following:

- adjustments to your RAMP (Risk Assessment Management Plan)
- amendment to your liquor licence floor plan
- review of Health Protection Service requirements
- variation to your food registration
- fit-out assessment
- possible reduction of occupancy loading.



## **PART 2: THE APPROVAL PROCESS**

### **2.1 The Approval Process**

The approval process for an outdoor service area reflects the complexity of the setup you wish to establish. For a simple setup, the approval process will be simple, and quick. For more complex proposals, such as those requiring the construction of a permanent structure, this will take longer and we may require more information from you to support us in assessing your application.

For more information, or to get started with your application, please contact Access Canberra - Liquor Compliance on (02) 6207 3000 (option 8) or email [liquor@act.gov.au](mailto:liquor@act.gov.au)

### **2.2 About The Proposed Site**

The suitability of your proposed outdoor bar activity will be considered based on the following:

- Does the size of the bar and thoroughfares affect the occupancy of the premises?
- Does the bar require electricity/gas?

### **2.3 About Your Business**

As part of the approval process, you will be asked how you propose to operate the outdoor bar. You will be asked to select one of three categories (shown in Table 1) that best suits your business proposal.



**Table 1**

| <b>OUTDOOR BAR</b> | <b>ALCOHOL SERVICE</b>   | <b>REQUIREMENTS</b>   | <b>APPROVALS NEEDED</b>  |
|--------------------|--|---|--|
| <b>Simple</b>      | Packaged alcohol and soft drink.<br>Service limited to opening bottled beer, pouring wine/ champagne (no mixing of any drinks).    | Hand washing facilities accessible within premises or facility.<br><br>Single use cups/glasses to be used unless washing facilities are available within the premises or facility.  | Contact Liquor compliance to see if any changes to your liquor licence or occupancy loading are required.  |
| <b>Medium</b>      | Packaged alcohol and soft drink.<br>Mixing spirits and soft drink.<br>Tapped beer and post mix.                                    | Temporary hand washing facilities are acceptable. They must be accessible at all times at point of sale and provided with running water, liquid soap and single use towel.<br><br>Collection containers for waste water.<br><br>Any glassware is to be washed within the premises or single use cups/glasses are to be used.  | Contact Liquor compliance to see if any changes to your liquor licence or occupancy loading are required.<br><br>Food business variation to registration.<br><br>Fit-out or plan assessment. |
| <b>Complex</b>     | All of the above.<br><br>Cocktails and beverages requiring blending/mixing and the addition of fruit, cream and other ingredients. | Permanent hand washing facilities are to be provided with warm running water, liquid soap and single use towel at point of sale.<br><br>Plumbed potable and waste water.<br><br>Temperature control methods for potentially hazardous foods.<br><br>Equipment/rinsing/washing facilities.<br><br>Bar constructed with roof and three sides and cleanable, impervious flooring, fixtures and fittings.<br><br>Pest control provisions (entry and harborage). | Contact Liquor compliance to see if any changes to your liquor licence or occupancy loading are required.<br><br>Food business variation to registration.<br><br>Fit-out or plan assessment. |





If you think your outdoor bar proposal falls within the **Medium or Complex Category**, you will need to submit a Food Business Application to Vary Registration and Application for Fit-Out or Plan Assessment. There are no fees attached to either application.

If you think your outdoor bar proposal falls within the **Complex Category**, we recommend that, before proceeding, you contact Access Canberra - Liquor Compliance on (02) 6207 3000 (option 8) to discuss your application. This category may require building and/or development approval, which is a more extensive process than establishing an outdoor bar within the simple or medium categories.

### **PART 3: HOW LONG WILL THE ASSESSMENT PROCESS TAKE?**

If changes are needed to your liquor licence, food registration or public unleased land permit, these will be progressed quickly by Access Canberra.

The length of time to approve the use of an outdoor bar depends on the complexity of the structure and the type of drinks served. For simple outdoor bars, where no structural requirements are involved and only packaged drinks are sold, the process normally takes 10 working days. If the structure and drink service is more complex, the approval process may take longer. If this is the case, you will be contacted within seven days after your application is received by Liquor Compliance to discuss the progress of your application.

### **PART 4: CONTACT AND FURTHER INFORMATION**

For **further information** and all **enquiries**, you should contact **Access Canberra - Liquor Compliance** on (02) 6207 3000 (option 8) or email [liquor@act.gov.au](mailto:liquor@act.gov.au)