



Temporary Outdoor Dining Application

City of Dover, New Hampshire Dover
Fire & Rescue
Inspection Services Division
Physical Address: 262 Sixth Street
Mailing Address: 288 Central Avenue
Dover, NH 03820
NH Telephone: (603) 516-6038
Fax:(603) 516-6146

- New Application – complete entire form.
- Previously approved outdoor seating - complete boxes 4, 5, 6, 7 only.

Please complete the following application and submit it to the City of Dover, Inspection Services Division Office. Applications can be e-mailed to dover-inspections@dover.nh.gov or left in the lobby drop box at 262 Sixth St; Dover NH. This is a temporary outdoor dining license that will be in effect until May 31, 2020. It is intended to align with the guidance provided in Governor Sununu’s Emergency Order #40, Exhibit C; Section A, and will be automatically extended or adjusted per any modifications to this guidance. All outdoor dining must abide by Emergency Order #40, Exhibit C; Section A. The City has the right to amend any temporary license for good cause, as well as the right to revoke any temporary licenses at any time for non-compliance. Please note, this is a temporary license due to the current COVID-19 situation, upon elimination of this temporary license all restaurants will need to re-apply for the standard outdoor dining license and applicable licensing fees.

Applicant/Restaurant Name: _____

Address (Street/City/State/Zip): _____

Phone number(s): _____ Email: _____

Address of proposed Dining Area (*if different than restaurant address*): _____

Property Owner: _____

Address (Street/City/State/Zip): _____

Phone number(s): _____ Email: _____

Please check the following boxes as they are completed.

- 1) A plan is attached to this application depicting the following: outline of the proposed space; proposed table layout; entrance/exits; any adjacent traffic/parking/sidewalk areas; lighting. The plan should show dimensions that demonstrate its ability to meet the guidelines outlined in Exhibit C of Emergency Order #40. Lighting capacity will help staff determine the hours of operation for safely conducting business outside. Sidewalk seating plans should be mindful of Dover Chapter 125-20 guidelines. Any exceptions should be noted on the plan. A 40” pedestrian path (Chapter 115-20 Sect C) will be accepted.
- 2) If the applicant is not the owner of the proposed seating area property, provide written authorization of property owner for temporary outdoor dining. Authorization for the use of City of Dover property is implied via approval of this application.
- 4) Copy of license from New Hampshire Liquor Commission, if applicant intends to serve alcohol.
- 5) Contact the State of NH Liquor Commission via email at reopen@liquor.nh.gov to let them know you will be “serving alcohol and food outdoors in compliance with the Governor’s Orders”. You should receive an automatic response, which should be attached to this application.

- 6) Insurance: if the outdoor dining area is on City of Dover property or any property controlled by the City of Dover, the applicant shall secure and maintain a General Liability Insurance policy or policies at no cost to the City of Dover for the duration of the use. The coverage of said policy shall be not less than (\$1,000,000) per occurrence and (\$2,000,000) aggregate. An insurance certificate shall be supplied to the City of Dover, proof of an endorsement or policy additional insured provisions confirming the City of Dover's additional insured status. The City of Dover shall be named as an additional insured on the licensee's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the City of Dover with the same scope of coverage provided to the licensee under the general liability policy without subjecting the City of Dover to any different or additional terms, conditions, limitations or exclusions.

- 7) The business ensures that the guidelines indicated in *Employee Protection; Consumer Protection Guidelines; and business Process Adaption Guidelines* of exhibit C will be adhered to.
<https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-40.pdf>
 Appendix C starts on page 24.

I/We _____ (owner/s) of _____
 (restaurant name) will abide by the City of Dover's Food Service Establishment ordinance (Chapter 85) and Emergency Order #40 as set forth by the State of NH, regarding outdoor dining. I/We understand the failure to do so could end up with the revocation of my temporary outdoor dining approval.

All restaurants will continue to follow the 2017 food code regulations.

The application shall be complete to review for Building and Life Safety Codes, including health and overall general safety compliance. All questions must be answered and all applicable check boxes must be checked. Failure to do so shall result in an incomplete application which will not be processed. The undersigned attests that the supplied information is accurate and complete and requests that the City of Dover Inspection Services proceed with processing this application.

 Applicant Signature

 Date

INSPECTION SERVICES USE ONLY

** OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE **

Paid: Cash \$ _____ Check # _____

Health Inspector Approval: _____ **Date** _____

THIS LICENSE IS ISSUED with the following conditions: DENIED for the following reason(s):

Approved By: _____ Date: _____
 Building Official

