



Local Law Licence Application New Licence / Amendment / Transfer - Itinerant Food Vending / Outdoor Dining

I / We hereby make application for licence/amendment to operate a prescribed activity as set out below.

Local Law (LL) Prescribed Activity to be Licensed/Amended/Transferred *(Please tick)*

- Itinerant Food Vending (LL9, 9.8, LL12, 12.1)
- Outdoor Dining (LL12, 12.1)
- Amendment / Transfer Existing no: _____

Section 1 - Applicant Details*

Applicant name(s): _____

Trading as: _____

Postal address: _____

Telephone: _____ Email address: _____

Signature(s): _____ Date: _____

Section 2 - Site Details – (for Itinerant vending from a non-fixed location please attach a list of proposed locations)

Number: _____ Street: _____

Suburb: _____ Postcode: _____

Real Property Description: _____

Owner of property / adjacent properties: _____

Days and times of operation: _____

Section 3 – Vehicle Details (One vehicle per itinerant vending permit only)

Make: _____ Model: _____

Registration number: _____

Council use only

LOGAN CITY COUNCIL
 PO BOX 3226
 LOGAN CENTRAL DC QLD 4114
 AB & GST NUMBER
 21-627-796 435
 WWW.LOGAN.QLD.GOV.AU

DOC# 8985614 / FILE 878465-1
 ENVIRONMENT & SUSTAINABILITY
 ENQUIRIES: ENVIRONMENTAL HEALTH OFFICER
 TEL: (07) 3412 3412
 FAX: (07) 3412 3444
 EMAIL: COUNCIL@LOGAN.QLD.GOV.AU

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Section 4 - Transfers

The current licensee must consent to the transfer of the licence.
Declaration of licensee regarding transfer of licence.

I/We _____ being the current holder(s)
of the certificate of licence for the premises hereby give notice of the transfer of the licence:

Signature(s): _____ Date: _____

_____ Date: _____

Section 5 - Fees

Application Type	Fee
New Licence Application (includes design approval and licence renewal fee)	\$603.00 + amount equal to the applicable licence renewal fee
Application to Amend an Existing Licence	\$470.00
Application to Transfer an Existing Licence	\$56.00 – Note: A transfer is a change of licensee name only, if anything else is changing then an amendment application needs to be submitted
Other Type	
Renewal of Licence Food Itinerant Vendor	\$323.00
Renewal of Footpath Dining Licence	\$118.00

ATTACHMENTS

Itinerant Food Vending - Documents to be included with Application: *(please tick)*

- Plan to scale or map of the operation of Itinerant Vending/Roadside/Public Property Vending showing relevant areas in which the operation of Itinerant Vending/Roadside Vending is to be undertaken
- Copy of valid public liability insurance to the value of \$10,000,000.00.
- Letters of consent from property owners.

Outdoor Dining - Documents to be included with Application: *(please tick)*

- Plan to scale or map of the outdoor dining area showing:
 - Layout of all street furniture
 - A clear unobstructed pedestrian corridor provided on the footpath (minimum width of 1.5 m)
 - Area of the public place to be used for the outdoor dining including dimensions
 - Distances between the outdoor dining area and the associated food premises
 - The number, size and location of all tables, chairs, shade structures and/or goods or other equipment (i.e. outdoor heating units and braziers) to be used
 - The type and location of any utility, service or infrastructure adjacent to the public place to be used for the outdoor dining
 - Any plants to be located in the public place used for the proposed outdoor dining
 - Location of a physical barrier such as bollards or planter boxes between the carriageway
 - Location of the nearest sanitary facilities and their type.
 - A copy of a certificate of currency for public liability insurance for a minimum amount of \$10,000,000.00.
 - Details of an impact, if any on pedestrian or vehicular movements including lines of sight at road junctions, vehicle access ways and pedestrian crossings.
- Sectional elevation plan (Scale 1:50) showing:
 - The shade structures used in the conduct of the outdoor dining, indicating the clearance above the footpath measured perpendicular from the footpath to the lowest overhanging point of the shade structure when erected.

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PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Complete the details on this application form and submit to:

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or
58-60 Manila Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

Credit Card Details

From 1st October 2014 a Merchant Service Fee of 0.5% will be charged on credit card payments

Mastercard

Visa

Card
Number

Expiry
Date

Cardholders Name: _____

Contact Telephone Number: _____

Amount:\$ _____

I acknowledge that from 1st October 2014 a Merchant Service Fee of 0.5% will be charged and added to this credit card payment

Signature: _____

*Privacy Collection Notice:

Logan City Council is collecting your name, the name and location of your business in accordance with the Local Government Act 2009 (the Act) and Council's Local Laws in order to assess your application for licence. The information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law.

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