

Local Law Licence Application New Licence/Amendment /Transfer Markets & Events

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*)

- Markets (LL9, 9.8, LL12, 12.1)**
 Events (LL9, 9.8)

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/ Operational Details

Number: _____ Street: _____

Suburb: _____ Postcode: _____

Real Property Description: _____

Owner of property: _____

Days and times of operation: _____

Nature/types of stalls: _____

*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. Some of the information may be given to the Queensland Fire and Rescue Service for the purposes of implementing the Act. Your information will not be given to any other person or agency unless you have given us permission or we are required by law

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# 8986415 / 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 3 - 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: _____

Section 4 - Fees

Application Type	Fee
New Licence Application (includes design approval and licence)	\$603.00 + amount equal to the applicable 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 is changing then an amendment application needs to be submitted.
Other Type	
Renewal - Markets	\$ 511.00
Renewal - Events	\$ 330.00

Documents to be included with Application: (please tick)

Plan to scale or map of the operation showing:

- A site plan (1:100 Scale) indicating
- All public liability insurance policies relating to the operation of the market / event.
- Current certificate of compliance issued by the division of workplace, health & safety for any amusement rides.
- Location of the building(s), tenancy subject to the application, car parking, landscaped areas, external toilets and vehicle access.
- A floor plan (1: 50 Scale); indicating:
 - event layout, including exits, seating areas and all facilities
 - the location of sanitary facilities and their type;
- A current certificate of compliance issued by the Queensland Fire and Rescue Service.
- Written consent of the owner of the premises (if applicant is not the owner).
- Site and event management plan
- Noise management plan
- Waste management plan

Please note if you wish to hold a market or event in a Council Park, you will need to apply for approval from Council's Park Branch. Please contact 3412 3412 for further details.

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Email: council@logan.qld.gov.au

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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 and return it to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Complete the details on this application form and present 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).

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:

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