

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

**\*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.

I / We hereby make application for

New Licence

Amendment

Type of Activity

Market (LL9, 9.8, LL12, 12.1)

Event (LL9, 9.8)

## Section 1 - Applicant Details\*

Applicant name/s:

Trading as:

Postal address:

Phone number:

Mobile number:

Email address:

Signature/s:

Date:

## Section 2 - Site Details / Operational Details

Number:

Street:

Suburb:

Postcode:

Real Property Description: Lot

RP

Owner of property:

Days and times of operation:

Expected numbers attending:

Nature / types of stalls:

### Council use only

LOGAN CITY COUNCIL  
PO Box 3226  
LOGAN CENTRAL DC QLD 4114  
ABN 21 627 796 435  
logan.qld.gov.au

Doc# 8986415 / File # 878465-1  
Health, Environment & Waste Branch  
Enquiries: Environmental Health  
TEL: (07) 3412 3412  
Email: council@logan.qld.gov.au

City of Logan: Innovative,  
Dynamic, City of the Future



## Section 3 – Amendment

Detail the nature of amendment:

## Section 4 – Attachments

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

- Provide a copy of valid public liability insurance relating to the operation of the market / event to the value of \$20,000,000
- Current certificate of compliance issued by Workplace Health and Safety Queensland for any amusement rides
- 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
- A floor plan (1: 50 scale); indicating:
  - event layout, including exits, seating areas and all facilities
  - the location of sanitary facilities and their type

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

## Section 5 – Fees (Not subject to GST)

Application Type	Fee
New Licence Application for Market (includes design approval and licence)	\$718.00 + amount equal to the applicable licence fee \$611.00
New Licence Application for Event	\$721.00 + amount equal to the applicable licence fee \$396.00
Express processing fee for Event applications received less than 10 business days prior to the event (in addition to the above application and renewal fees)	\$340.00
Application to Amend an Existing Licence	\$562.00
Transfer of Licence (Change of name only)	\$141.00
Security Bond (Council properties only)	\$785.00

## 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 3412 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.  
Please ensure you also return the signed application form and return it to Council.

### 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  
105 George Street, Beenleigh, 8am to 4.45pm weekdays (except public holidays).

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