

Roadside Vending - Local Law Permit Application

New Permit / Amendment / Transfer

2024/25 Financial Year – **Local Law No. 9 (Licensing) 1999 & Local Law No. 12 (Council property and other public places) 2003**

I / we make application for (please tick):

New permit:

☐ New permit (complete sections 1, 2, 3, 4, 6, 7, (8 if applicable), 10 & 11)

Existing licence no:

☐ Amendment (complete sections 1, 2, 3, 4, 6, 8 & 9)

☐ Transfer (complete sections (1 to be completed by purchaser), 2, 3, 4, 5, 7, 8 & 9)

Section 1 – Applicant Details

Important: Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant names/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

Important: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing-related information.

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with Council's local laws. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

☐ The purchaser agrees to indemnify the local government for any damage or claims resulting from transferring the permit.

Important: Before you commit to buying a business consider a pre-purchase inspection to find out if the business complies with Council's Local Laws. Visit Logan City Council's website for further information.

Important: If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

Section 2 – Company Details - this section is only required if applying as a company

ACN:			
Preferred contact:			
Phone:		Mobile:	

☐ Current Australian Securities & Investment Commission (ASIC) company extract is attached

Section 3 – Incorporated Association Details

Management committee name(s):			
Preferred contact:			
Phone:		Mobile:	

☐ Evidence of Incorporated Association registration and management committee details

Section 4 – Site Details - proposed site 1

Important: For roadside vending from non-fixed locations please attach a list of all proposed locations.

Site address:			
		Post code:	
Real property description:			
Lot:		RP:	
Days and times of operation:			

Important: If sites are added to your application after it is submitted, further application fees may apply.

Site Details - proposed site 2

Site address:			
		Post code:	

Real property description:			
Lot:		RP:	
Days and times of operation:			

Site Details - proposed site 3

Site address:			
		Post code:	
Real property description:			
Lot:		RP:	
Days and times of operation:			

Important: If you propose more than 3 locations, please attach all the required information on a separate document and submit it with your application.

Important: Should each location you apply for be deemed not suitable for roadside vending, you are required to submit a new application and repay fees for assessment of further roadside vending locations.

Section 5 – Current Licence Details - to be completed for a licence transfer

Important: Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Owner(s) name:			

Important: If the current licensee is not making application for transfer attach a statutory declaration under the *Oaths Act 1867* providing the reason why the current permit holder is not making this transfer.

Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN/ACN:			
Email:			
Business phone:		Mobile:	

☐ The seller agrees to indemnify the local government for any damage or claims resulting from transferring the licence

Date of settlement:

Important: If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

☐ I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain

Signature(s):

Date:

Section 6 – Vehicle Details

Make:

Model:

Registration number:

Section 7 – Goods and Services

List of goods and services supplied:

Section 8 – Food Business Licence Number (if applicable)

Issuing Council and food business licence number:

☐ Copy of food business licence certificate is attached

Section 9 – Amendment

Detail the nature of the amendment:

Section 10 - Attachments

Documents to be included with this application:

- ☐ Copy of certificate of registered business name
- ☐ Copy of the current registration certificates for vehicles that will be used
- ☐ Copy of valid public liability insurance to the value of \$20,000,000.00, with Logan City Council named as the interested party

- ☐ If your proposal is in a Council Park – a complete risk assessment. Visit our website and search for Parks Public Event Risk Assessment Guideline
- ☐ Written advice from owners of adjacent properties stating there is no objection to the activity being carried out
- ☐ Written approval from the Department of Transport and Main Roads relating to businesses on any state-controlled road
- ☐ A detailed description of your business, including:
 - total seating capacity of the business (if applicable)
 - the materials, equipment and vehicles to be used in the permitted business
- ☐ Plans and specifications:
 - Floor plan (1:50 scale), including:
 - The set up of the business at the location:
 - Site plan (1:100 scale), including:
 - proposed location
 - adjoining properties
 - nearby roads and intersections.
- ☐ Photographs of the set-up
- ☐ Payment of security bond
- ☐ Evidence of Planning Act 2016 approval – Written advice or DA permit

Section 11 – Certification

Certification	Applicant 1	Applicant 2
I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a roadside vending licence/permit under <i>Local Law No. 9 (Licensing) 1999</i> and/or <i>Local Law No. 12 (Council property and other public places) 2003</i> is not an approval of other aspects of the operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that I cannot commence operating until such time as I hold a valid licence issued under <i>Local Law No. 9 (Licensing) 1999</i> and/or a permit under <i>Local Law No. 12 (Council property and other public places) 2003</i> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name in full:	Name in full:
Applicant signature:	Applicant signature:
Date:	Date:
Position:	Position:

Section 12 - Fees (not subject to GST)

Application Type	Fee
New permit application (both approval and permit fee are required)	\$ 757.00 + \$466.00
Application to amend an existing permit	\$ 549.00
Permit Fees	
Roadside food vendor permit	\$ 466.00*
Replacement of permit	\$ 33.00
Security Bond (Council properties only)	\$ 869.00
Transfer of permit	\$299.00




Your application cannot be processed unless the form is complete, signed and correct fees are paid in full.

The licence/permit period is 1 September to 31 August and fees are charged yearly. Pro-rata permit fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Pro-rate fee reductions apply to the permit fee only and are marked with *. Pro-rata fee reductions do not apply to the application fee.

Bona fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to the production of appropriate verification of such.

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. Ensure you also return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
	Pay online	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
	Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412
Email: council@logan.qld.gov.au