

Local Law Permit Application

New Permit / Amendment / Transfer - Roadside Vending

2021/22 Financial Year

I / We apply for: *(please tick)*

New permit

Amendment

Transfer of permit

Section 1 - Applicant Details (or current owner details if transferring permit)

Applicant name/s:

Individual's full name or company name – business name or trust not accepted as applicant

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)

If the current permit holder 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

If applying as a company provide preferred contact details:

Name:

Phone:

Trading as:

Postal address:

Phone number:

Mobile number:

Email address:

Council's preferred method of contact is email

PRIVACY COLLECTION NOTICE: Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit logan.qld.gov.au/privacy

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

Signature/s: Date:

I consent to receive roadside food vending permit correspondence including letters, inspection reports, and legal notices by email

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

Number: Street:

Suburb: Postcode:

Real Property Description: Lot RP

Days and times of operation:

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

Section 3 - Permit Transfer (purchaser's details)

Purchaser's name/s:

Individual's full name or company name – business name or trust not accepted as applicant

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)

If applying as a company provide preferred contact details:

Name: Phone:

Trading as:

Postal address:

Phone number: Mobile number:

Email address:

Council's preferred method of contact is email

Date of settlement:

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

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

Signature/s: Date:

I consent to receive roadside food vending permit correspondence including letters, inspection reports, and legal notices by email

NOTE: If there are any proposed alterations a transfer application **cannot be made**, a new application is required

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 Council's website for further information

Section 4 – Vehicle Details (One vehicle per roadside vending permit only)

Make: Model:

Registration number:

Section 5 – Goods and services

List of goods and services supplied:

Section 6 – Food business licence (if applicable)

Issuing Council and food business licence number:

Section 7 – Amendment

Detail the nature of amendment:

Section 8 – Attachments

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

- Copy of the certificate of the registered business name
- If applying as a company a current company extract from the Australian Securities & Investment Commission (ASIC)
- 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 an interested party
- If your proposal is in a Council park – a completed 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
- Copy of plans which include:
 - Site plan or map, indicating proposed location, adjoining properties, nearby roads and intersections
 - Floor plan, showing the setup of the business at the location
- Photographs of the set-up
- Payment of Cash bond

Section 9 – Fees (Not subject to GST)




The application cannot be processed unless the correct fees are paid in full

Application Type	Fee
New licence application (includes approval and permit fee)	\$ 753.50 + amount equal to the applicable licence fee
Application to amend an existing licence	\$ 592.00
Licence Fees	
Roadside food vendor	\$ 407.00
Replacement of licence	\$ 71.75
Security Bond (Council properties only)	\$ 826.00
Transfer of licence	\$149.00

Pro-rata licence fees will apply for applications made after 1 March 2021 (50% reduction) and after 1 June 2021 (75% reduction).

Bone fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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
	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