

Local Law Permit Application Applications

New permit / Amendment / Transfer - Outdoor Dining

2021/22 Financial Year

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

New permit

Amendment

Transfer of permit

Section 1 – Applicant details (Current owner if applying to transfer 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 licensee is not making application for transfer attach a statutory declaration under the *Oaths Act 1867* providing the reason why the current licence 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

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 outdoor dining licensing correspondence including letters, inspection reports, and legal notices by email

Section 2 – Site Details

Number: Street:

Suburb: Postcode:

Real property description: Lot RP

Food business licence number:

Days and times of operation:

Section 3 – Transfer Permit (Purchasers 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 licence/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 outdoor dining 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

Section 3 – Amendments (Detail the nature of amendment)

Section 4 – Attachments (Documents to be included with this application)

(please tick)

- A copy of a certificate of currency for public liability insurance for a minimum amount of \$20,000,000
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Plan to scale (1:100 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

- 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

Section 5 – Fees (Not subject to GST)

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

Application Type	Fee
New permit application (includes design approval and licence fee)	No charge
Application to amend an existing permit	No charge
Permit Fees	
Outdoor Dining	No charge
Replacement of permit	No charge
Security Bond	No charge

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