

Outdoor Dining - Local Law Permit Application

New permit / Amendment / Transfer

2025/26 Financial Year – **Local Law No. 12 (Council property and other public places) 2003**

I / we make application for (please tick):

A new licence:

☐ New licence (complete sections 1, 2, 3, 6 & 7)

Existing licence no:

☐ Amendment (complete sections 1, 2, 3, 5, 6 & 7)

☐ Transfer (complete sections (1 to be completed by purchaser), 2, 3, 4, 6 & 7)

Section 1 – Applicant Details

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

Applicant / licensee 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:	

PRIVACY COLLECTION NOTICE: Logan City Council is collecting your personal information in accordance with Section 13 of the Local Law No. 12 (Council Property and Other Public Places) 2003 for the purpose of processing the permit. If we do not collect this information we are unable to issue a permit. Within Australia, Council usually provides the information collected to other government agencies if required by law. For more information about privacy, please visit Council's website: www.logan.qld.gov.au/privacy.

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.

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

Company director name(s):			
ACN:			
Contact person's name:			
Phone:		Mobile:	

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

Section 3 – Incorporated Association Details

Management committee name(s):			
Contact person's name:			
Phone:		Mobile:	

☐ Evidence of Incorporated Association registration and management committee details

Section 4 – 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 licence 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:	
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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:	
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Section 5 – Amendment

Detail the nature of the amendment:

Section 6 - Attachments

Documents to be linked to this application

- ☐ A copy of certificate of currency for public liability insurance for a minimum amount of \$20,000,000.00.
- ☐ Evidence of Planning Act 2016 approval – Written advice or DA permit
- ☐ Evidence of Building Act 1975 approval - Permits



Plans and specifications:

- Site plan (1:100 scale), including:
 - 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
- Floor plan (1:50 scale), including:
 - 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 on the shaded structure when erected

Section 7 – 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.	☐ YES ☐ NO	☐ YES ☐ NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	☐ YES ☐ NO	☐ YES ☐ NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a food business licence 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.	☐ YES ☐ NO	☐ YES ☐ NO

I understand that I cannot commence operating until such time as I hold a valid licence issued under *Local Law No. 9 (Licensing) 1999* and/or *Local Law No. 12 (Council Property and Other Public Places) 2003*.

☐ YES
☐ NO

☐ YES
☐ NO

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

Section 8 - Fees (not subject to GST)

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

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