

Outdoor Dining - Local Law Permit Application

New permit / Amendment / Transfer

2026/2027 Financial Year

Local Law No. 12 (Council property and other public places) 2003

What are you applying for (please tick):	
☐	New permit
Existing permit no:	
☐	Amendment
☐	Transfer

Section 1 – Applicant / Business Details

Important: Applicant must be an individual's full name or company name – we cannot accept a trading name or trust as the applicant.

Person name/s: (or)			
Corporation / Incorporated name/s:			
☐	Current Australian Securities & Investment Commission (ASIC) company extract is attached		
Management committee name/s:			
☐	Evidence of Incorporated Association registration and management committee details		
Postal address:			
		Post code:	
Business address:			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

When do you intend to begin trading?

Important:

- By providing your email you are agreeing to receive all correspondence electronically including permit renewal information, letters, inspection reports, legal notices and other licensing-related information.
- The intended trading date provided does not automatically grant approval to operate from this date.

Section 2 – Transfer Permit Details

Current permit holder name/s:			
Postal address: (if applicable)		Post code:	
Site address:			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business phone:		Mobile:	
Date of settlement:			
☐	I / we confirm the information supplied is correct to the best of my / our knowledge.		
Signature/s:		Date:	

Section 3 – Amendment

Detail the nature of the amendment:

Section 4 – Required Documents

Documents to be included with this application:	
☐	A copy of certificate of currency for public liability insurance for a minimum amount of \$20,000,000.00 with Logan City Council as an interested party.
☐	Planning Act 2016 approval – Written advice or DA permit
☐	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 5 – 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 Outdoor Dining business permit under <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 permit issued under <i>Local Law No. 12 (Council Property and Other Public Places) 2003</i> .	☐ YES ☐ NO	☐ YES ☐ NO

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

Section 6 - Fees (not subject to GST)

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

Your application cannot be processed unless the form is complete and signed.

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