

Markets & Events - Local Law Licence Application

New Licence / Amendment / Transfer

2026/2027 Financial Year

Local Law No. 9 (Licensing) 1999 & Local Law No. 12 (Council property and other public places) 2003

If you wish to hold an event in a Council Park, you will need to apply for approval from Council's Parks Branch. (fees apply). For full details refer to <https://www.logan.qld.gov.au/community/parks-and-gardens/holding-an-event-in-a-park>

What are you applying for (please tick):	
☐	Market
☐	Event
Important: An application for a market or event is only required where the expected attendance is 2,000 or more people over the duration of the event.	
A new licence:	
☐	New licence
Existing licence no:	
☐	Amendment
☐	Transfer (Market only)

Section 1 – Applicant 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:	

PRIVACY COLLECTION NOTICE: Logan City Council is collecting your personal information in accordance with Section 6 of the Local Law No.9 (Licensing) 1999 for the purpose of processing the licence. If we do not collect this information we are unable to issue a licence. 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

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 licensing 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 – Property Owner

I, the owner/s of the property consent for my property to be used for the prescribed activity detailed within this application.

Property owner/s name:			
Signature/s:		Date:	
Signature/s:		Date:	

Section 3 – Operational Details

Name of market or event:			
Dates and times of operation:			
Expected numbers attending:			
Number of stalls:			
Describe the nature of good supplied and/or type of entertainment and/or activity involved with the market/event:			

Section 4 – Transfer Licence Details (Market only)

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

Current licence 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 5 – Amendment – Market only

Detail the nature of the amendment:

Section 6 – Required Documents

Documents to be included with this application:	
☐	Provide a copy of valid public liability insurance relating to the operation of the market / event to the value of \$20,000,000 with Logan City Council as interested party.
☐	Details of the proposed inspection, monitoring and management program (including cleaning of site)
☐	Site and event management plan
☐	Noise management plan (including a noise impact assessment and noise mitigation arrangements)
☐	Number of employees (and their roles) engaged in operating the event / market
☐	Details of supply of food or liquor (and other associated activities)
☐	Waste management plan (hard rubbish and wastewater)
☐	Arrangements for security and crowd control
☐	Nature of goods to be supplied within each stall (if applicable)

☐	Arrangements for pest control
☐	Details of consultation with emergency services
☐	A site plan (1: 100 scale), indicating: • event / market layout, including entry points, exits, and all facilities • the location of sanitary facilities and their type • location of stalls (if applicable) • location of rides or entertainment (if applicable) • accommodating capacity in each section of the market / event • assembly areas and arrangement of seating (if any) • location, type and specifications for firefighting equipment • emergency electricity or gas supply • potable water supply • any animals to be kept as part of operation of market / event • any vehicle parking and pick up / set down areas • any signage • temporary buildings or structures • first aid facility • camp site • specific hazards • topography and other physical characteristics of the site • location of waste containers.
☐	Planning Act 2016 approval – Written advice or DA permit
☐	Building Act 1975 approval - Permits

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 <i>Local Law No. 9 (Licensing) 1999</i> and/or <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 8 – Fees (not subject to GST)

Application Type	Fee
New licence application for a market (includes design approval and licence)	\$999.00 + \$823.00*
Licence fee for a market	\$823.00*
New licence application for an event (includes design approval and licence)	\$741.00* + \$566.00
Licence fee for an event	\$566.00
Express processing fee for event applications received less than 10 business days prior to the event (in addition to the above application and licence fees)	\$697.00 + amount equal to the applicable application fee
Application to amend an existing licence	\$608.00
Transfer of licence (change of name only)	\$345.00

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

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

Pro-rata fee reductions apply to the licence 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.
	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.
	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