

Roadside Vending - Local Law Permit Application (Food Only)

New Permit / Amendment / Transfer

2026/2027 Financial Year

Local Law No. 12 (Council Property and Other Public Places) 2003

Important: Further approvals are required to trade from within the fenced area of a Council Park or reserve (requiring a key to enter the area). Visit Council website for further information.

What are you applying for (please tick):	
☐	New permit
Existing permit no:	
☐	Amendment (change what is existing, updating hours of operation)
☐	Transfer (transfer to another applicant)

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:	
Business address:			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business 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 licence/permit. If we do not collect this information we are unable to issue a licence/permit. Within Australia, Council usually provides the information collected to other government agencies if required by law. For more information about privacy, please visit Councils website: www.logan.qld.gov.au/privacy

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 – Vehicle details

Make	
Model	
Registration number	

Section 3 – Goods and services

List of goods and services supplied:

Section 4 – Food business licence number (if applicable)

Issuing Council and food business licence number:	
☐	Copy of food business licence certificate is attached

Section 5 – Hours of Operation (suitable locations only)

The standard hours are:

8am to 8pm Monday to Saturday

9am to 8pm Sundays

10am to 6pm public holidays

Note: Outside of these hours please complete below:

Proposed location			
		Post code	
Days and times of operation			

**Important:**

- If approved, exclusive rights to the location is not granted and all other permit conditions continue to apply.
- Ensure you check Council's unsuitable trading locations. Refer to Council's website to find out these locations.

Section 6 – Amendment

Detail the nature of the amendment:

Section 7 – Permit Transfer Only - Current permit holder's details

Current permit holder name/s:			
Residential address:			
		Post code:	
Postal address: (if applicable)			
		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 8 – Required Documents

Documents to be included with this application:

☐	Copy of the current registration certificates for vehicles that will be used (one vehicle per permit)
☐	Copy of valid public liability insurance to the value of \$20,000,000.00, with Logan City Council named as the interested party
☐	If your proposal is on any state-controlled road attach - written approval from the Department of Transport and Main Roads.
☐	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

☐	Plans and specifications: Floor plan (1:50 scale), including, the set up of the business at the locations.
☐	Photographs of the set-up

Section 9 – 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 roadside vending 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
I have reviewed all roadside vending information available on Logan Council's website.	☐ YES ☐ NO	☐ YES ☐ NO

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

Section 10 - Fees (not subject to GST)

Application Type	Fee
New permit application (no charge for application fee, only permit fee required – as below)	Nil Fee
Application to amend an existing permit	\$348.00
Permit Fees	
Roadside food vendor permit	Nil Fee
Replacement of permit	\$ 35.00
Transfer of permit	\$345.00

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

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. A merchant surcharge fee of 0.30% 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 0.30% 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