

# Application for a Licence

## Itinerant Vending (other than food) on Private Premises

*Local Law No. 9 (Council Property and Other Public Places) 2003*

**2026/27 Financial Year**

Please complete this application in BLOCK LETTERS, tick boxes where applicable, and attach required information. If you need more information about this application, please call us on 07 3412 5318.

### Section 1 - Applicant Details

|                  |                      |          |                      |
|------------------|----------------------|----------|----------------------|
| Applicant Name   | <input type="text"/> |          |                      |
| Trading as       | <input type="text"/> |          |                      |
| Postal address   | <input type="text"/> |          |                      |
| Suburb           | <input type="text"/> | Postcode | <input type="text"/> |
| Telephone number | <input type="text"/> |          |                      |
| Email            | <input type="text"/> |          |                      |
| Signature        | <input type="text"/> | Date     | <input type="text"/> |

### Section 2 – Site Details

|                           |                      |          |                      |
|---------------------------|----------------------|----------|----------------------|
| Number                    | <input type="text"/> | Street   | <input type="text"/> |
| Suburb                    | <input type="text"/> | Postcode | <input type="text"/> |
| Real property description | <input type="text"/> |          |                      |
| Owner of property         | <input type="text"/> |          |                      |
| Other details             | <input type="text"/> |          |                      |
| <input type="text"/>      |                      |          |                      |

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information in accordance with Local Laws. It may be used to update records, contact you about Council business and can only be accessed by Councillors, Employees and Authorised Contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>

## Section 3 – Fees (Not subject to GST)

| Application                              |                  | Fee      |
|------------------------------------------|------------------|----------|
| New Licence Application                  | Each application | \$731.30 |
| Application to Renew an Existing Licence | Each application | \$417.15 |
| Application to Amend an Existing Licence | Each application | \$177.70 |

**NOTE:** A pro-rata application fee will apply if your application is submitted:

- Within 6 months of the next renewal date (30 June) – 50% fee applies
- Within 3 months of the next renewal date (30 June) – 25% fee applies

To ensure prompt processing, please enclose the correct fee with your application.

### Payment options

|                                                                                     |                                          |                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <b>Paying by Mail</b>                    | Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.                                                                                                                           |
|  | <b>Paying by Phone</b>                   | Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council                                                                                                            |
|  | <b>Paying in Person</b>                  | Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.                                                                                                                            |
|                                                                                     | <b>Customer service centre locations</b> | <p><b>Council Administration Centre</b><br/>150 Wembley Road, Logan Central</p> <p><b>Beenleigh</b> - 105 George Street, Beenleigh</p> <p><b>Jimboomba</b> - 18-22 Honora Street, Jimboomba</p> <p><b>Monday to Fridays 8.00am to 4.45pm</b></p> |

# Attachment – Itinerant vending (other than food) from private premises

## Itinerant/Roadside/Private Property Vending Details

Nature of goods

Days and times of operation

Location

### Vehicle details

Registration/s (please attach copies of registration certificates)

Vehicle make

Vehicle model

Purpose of vehicle use

### Documents to include with your Application

Please make sure the following documents are attached with your application:

- ☐ Site plan or map showing where the Itinerant Vending Private Premises to be undertaken.
- ☐ Evidence (copy) of current public liability insurance to the value of \$20 million and note the interest of Logan City Council.
- ☐ Letter/s of consent from the Property Owner/s on which the vending will take place.

Phone: 07 3412 3412  
Email: [Council@logan.qld.gov.au](mailto:Council@logan.qld.gov.au)