

# Application for a Licence

## Heavy Vehicle Parking on Residential Premises

***Subordinate Local Law No. 9.4 (Heavy Vehicle Parking on Residential Premises) 2010***

### **2024/25 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 3412.

### **Section 1 - Applicant details**

Applicant Name

Trading as

Postal Address  Postcode

Telephone number

Email

Signature

Date

**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/privacy>

## Section 2 - Site / Address Details

Number

Street

Suburb  Postcode

Real property description

Owner of property

Other details

## Section 3 - Transfers

The current licensee must agree to the transfer of the licence.

### Licensee Declaration

I / We  being the Current licence holder(s)

for the property named in Section 2 hereby agree to the licence transfer




Signature (s)

Date

## Section 4 – Fees

Fees		
New Licence Application	Each application	\$349.00
Application to amend an existing Licence	Each application	\$185.00
Application to renew an existing Licence	Each application	\$185.00
Licence Transfer	Each application	\$52.50

## 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>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba <b>Monday to Fridays 8.00am to 4.45pm</b>

## Attachment - Heavy Vehicle Parking on Residential Premises

### Heavy Vehicle Parking Details

Make  Model

Registration number (please attach a copy of registration)

Times of parking/entering/exiting

Details of garaging/servicing of vehicle

Type of goods proposed to be carried

## Documents to include with your application

Please attach the following documents with your application:

- A detailed site plan drawn to scale. Please show driveways, access routes, garages, buildings and distances to boundaries and neighbours.
- Please include details of screening, landscaping, and acoustic barriers
- Please attach a copy of the letter you sent to neighbouring properties. Please also attach their acknowledgement of receipt (example attached)
- Completed Evidence of Consultation Form (example attached)
- Details of any acoustic or odour assessment, noise management plan, etc
- Details addressing the prescribed criteria (refer section 6 of *Subordinate Local Law No. 9.4 (Heavy Vehicle Parking on Residential Premises) 2010*).

## 6 Prescribed criteria for heavy vehicle parking on residential premises

For the purposes of Schedule 2 (Dictionary) of *Local Law No. 9 (Licensing) 1999*, the following are prescribed criteria for the prescribed activity of heavy vehicle parking requiring a licence, and for the exempt prescribed activity of heavy vehicle parking not requiring a licence -

- (a) minor maintenance is only to be carried out during the following periods-
  - (i) 7:00am to 6:00pm Monday to Saturday; and
  - (ii) 9:00am to 5:00pm Sunday and Public Holidays;
- (b) the use of a compressor or grinder in relation to the minor maintenance of a heavy vehicle is not to be undertaken outside the immediate resting location of the heavy vehicle;
- (c) parking lights only to be used whilst on residential premises;
- (d) the engine running time of a heavy vehicle must not exceed the following times before leaving or upon arriving at residential premises;
  - (i) 5 minutes for a heavy vehicle without a trailer; and
  - (ii) 10 minutes for a heavy vehicle with a trailer;
- (e) the heavy vehicle must exit the residential premises in a forward direction;
- (f) compression breaks must not be used on the residential premises.

## Sample letter sent to neighbouring properties

Mr / Mrs A Citizen  
XXX City Road  
LOGAN CITY QLD 4114

Dear Sir/Madam

Please find attached a copy of an application I have made to Logan City Council for a heavy vehicle parking licence on residential premises. The licence, if approved, will allow me to park a heavy vehicle at [INSERT ADDRESS]. I have attached a copy of the application for your consideration.

Under Council's Local Laws, I am required to inform (or attempt to inform) you and any neighbouring property within 50 metres of this address of my application. I must also inform Logan City Council of any responses I receive to this letter.

If you have any concerns about my application, please let me know. You may also contact council directly to provide them with your feedback. You can email your comments to [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au) or post your written response to:

Attention: Amenity, Safety & Parking Program  
Logan City Council  
PO Box 3226  
LOGAN CENTRAL DC QLD 4114

Please provide any feedback within fourteen (14) days of receipt of this letter.

Kind regards

[APPLICANT - FULL NAME]

## Evidence of consultation with neighbours - Heavy Vehicle Parking Licence Application

Applicant

Address of site

Date

To the Chief Executive Officer, Logan City Council

I  (Name of Applicant)

have undertaken and completed consultation for the above application.

The following owners and occupiers neighbouring and/or nearby the subject address have been advised of the application. Copies or details of any comments are attached to this notice.

1. Name

Address

Date letter sent/delivered  Comments  Yes  No

2. Name

Address

Date letter sent/delivered  Comments  Yes  No

3. Name

Address

Date letter sent/delivered  Comments  Yes  No

4. Name

Address

Date letter sent/delivered  Comments  Yes  No

Signature (applicant)  Date