

Local Law Permit Application

New Permit / Amendment / Transfer - Roadside Vending

2023/24 Financial Year

I / we apply for: *(please tick)*

New permit (s1, 2, 4, 5, 6, 8 & 9)

Amendment (s1, 2, 4, 6, 7, 8 & 9)

Existing permit number:

Transfer of permit (s2, 3, 4, 5, 6, 8 & 9)

Existing permit number:

Section 1 - Applicant details

Applicant name/s:

Individual's full name or company name – business name or trust not accepted as applicant.

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC).

Trading as:

Postal address:

Phone number:

Mobile number:

Email address:

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.

If applying as a company provide preferred contact details:

Name:

Phone:

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain

Signature/s:

Date:

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with Council's local laws. It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. 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 2 - Site details – (for roadside vending from non-fixed locations please attach a list of all proposed locations)

Number: Street:

Suburb: Postcode:

Real Property Description: Lot RP

Days and times of operation:

Note: If sites are added to your application after it is submitted fees may apply.

Section 3 - Permit transfer (current owner's details)

Owner's names:

Individual's full name or company name – business name or trust not accepted as applicant.

If the current licensee is not making application for transfer attach a statutory declaration under the *Oaths Act 1867* providing the reason why the current licence holder is not making this transfer.

Provide preferred contact details:

Name: Phone:

Trading as:

Postal address:

Phone number: Mobile number:

Email address:

The seller agrees to indemnify the local government for any damage or claims resulting from transferring the licence/permit.

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain

Signature/s: Date:

(Purchaser's details)

Purchaser's name/s:

Individual's full name or company name – business name or trust not accepted as applicant.

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC).

Trading as:

Postal address:

Phone number:

Mobile number:

Email address:

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.

If applying as a company provide preferred contact details:

Name:

Phone:

Date of settlement:

The purchaser agrees to indemnify the local government for any damage or claims resulting from transferring the licence/permit.

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain.

Signature/s:

Date:

NOTE: If there are any proposed alterations a transfer application **cannot be made**, a new application is required.

Before you commit to buying a business consider a pre-purchase inspection to find out if the business complies with Council's Local Laws. Visit Logan City Council's website for further information.

Section 4 – Vehicle details (one vehicle per roadside vending permit only)

Make:

Model:

Registration number:

Section 5 – Goods and services

List of goods and services supplied:

Section 6 – Food business licence (if applicable)

Issuing Council and food business licence number:

Section 7 – Amendment

Detail the nature of amendment:

Section 8 – Attachments

Documents to be included with application: *(please tick)*

- Copy of the certificate of the registered business name
- If applying as a company a current company extract from the Australian Securities & Investment Commission (ASIC)
- Copy of the current registration certificates for vehicles that will be used
- Copy of valid public liability insurance to the value of \$20,000,000.00, with Logan City Council named as an interested party
- If your proposal is in a Council Park – a completed risk assessment. Visit our website and search for Parks Public Event Risk Assessment Guideline
- Written advice from owners of adjacent properties stating there is no objection to the activity being carried out
- Written approval from the Department of Transport and Main Roads relating to businesses on any state-controlled road
- 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
- Copy of plans which include:
 - Site plan or map, indicating proposed location, adjoining properties, nearby roads and intersections
 - Floor plan, showing the setup of the business at the location
- Photographs of the set-up
- Payment of security bond

Section 9 – Fees (not subject to GST)




The application cannot be processed unless the correct fees are paid in full.

Application Type	Fee
New licence application (includes approval and permit fee)	\$ 714.00 + amount equal to the applicable licence fee
Application to amend an existing licence	\$ 500.00
Licence Fees	
Roadside food vendor	\$ 429.00
Replacement of licence	\$ 28.00
Security Bond (Council properties only)	\$ 869.00
Transfer of licence	\$156.00

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).

Bone fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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 0.34% 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