

Local Law Permit Application Applications

New permit / Amendment / Transfer - Outdoor Dining

2023/24 Financial Year

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

New permit (s 1, 2, 5 & 6) Amendment (s 1, 2, 4, 5 & 6)

Transfer of permit (s 2, 3, 5 & 6)

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).

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

Trading as:

Number: Street:

Suburb: Postcode:

Real property description: Lot RP

Food business licence number:

Days and times of operation:

Section 3 – Transfer permit (Current owner details)

Owner's name/s:

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)

If applying as a company provide preferred contact details:

Name: Phone:

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.

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.

Section 4 – Amendments (detail the nature of amendment)

Section 5 – Attachments (documents to be included with this application)

(please tick)

- A copy of a certificate of currency for public liability insurance for a minimum amount of \$20,000,000
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Plan to scale (1:100 scale) or map of the outdoor dining area showing:
 - Layout of all street furniture
 - A clear unobstructed pedestrian corridor provided on the footpath (minimum width of 1.5 m)
 - Area of the public place to be used for the outdoor dining including dimensions
 - Distances between the outdoor dining area and the associated food premises
 - The number, size and location of all tables, chairs, shade structures and/or goods or other equipment (i.e. outdoor heating units and braziers) to be used
 - The type and location of any utility, service or infrastructure adjacent to the public place to be used for the outdoor dining
 - Any plants to be located in the public place used for the proposed outdoor dining
 - Location of a physical barrier such as bollards or planter boxes between the carriageway
 - Location of the nearest sanitary facilities and their type
 - Details of an impact, if any on pedestrian or vehicular movements including lines of sight at road junctions, vehicle access ways and pedestrian crossings
- Sectional elevation plan (Scale 1:50) showing:
 - The shade structures used in the conduct of the outdoor dining, indicating the clearance above the footpath measured perpendicular from the footpath to the lowest overhanging point of the shade structure when erected

Section 6 – Fees (not subject to GST)

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

Application Type	Fee
New permit application (includes design approval and licence fee)	No charge
Application to amend an existing permit	No charge
Permit Fees	
Outdoor Dining	No charge
Replacement of permit	No charge
Security Bond	No charge

NOTE: Outdoor dining fees will re-commence from the beginning of the 2024/25 financial year.

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