

# Outdoor Dining - Local Law Permit Application

## New permit / Amendment / Transfer

2024/25 Financial Year – **Local Law No. 12 (Council property and other public places) 2003**

I / we make application for (please tick):

A new licence:

☐ New licence (complete sections 1, 2, 3, 6 & 7)

Existing licence no:

☐ Amendment (complete sections 1, 2, 3, 5, 6 & 7)

☐ Transfer (complete sections (1 to be completed by purchaser), 2, 3, 4, 6 & 7)

### Section 1 – Applicant Details

**Important:** Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant / licensee names/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

**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](mailto: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>.

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

**Important:** 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.

**Important:** If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

## Section 2 – Company Details - this section is only required if applying as a company

Company director name(s):			
ACN:			
Contact person's name:			
Phone:		Mobile:	

☐ Current Australian Securities & Investment Commission (ASIC) company extract is attached

## Section 3 – Incorporated Association Details

Management committee name(s):			
Contact person's name:			
Phone:		Mobile:	

☐ Evidence of Incorporated Association registration and management committee details

## Section 4 – Current Licence Details - to be completed for a licence transfer

**Important:** Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Owner(s) name:	

**Important:** 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.

Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business phone:		Mobile:	

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

Date of settlement:	
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**Important:** If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

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

Signature(s):		Date:	
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## Section 5 – Amendment

Detail the nature of the amendment:


## Section 6 - Attachments

Documents to be included with this application:

- ☐ A copy of certificate of currency for public liability insurance for a minimum amount of \$20,000,000.00.
- ☐ Evidence of Planning Act 2016 approval – Written advice or DA permit
- ☐ Evidence of Building Act 1975 approval - Permits



#### Plans and specifications:

- Site plan (1:100 scale), including:
  - 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
- Floor plan (1:50 scale), including:
  - 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 on the shaded structure when erected

## Section 7 – 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.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a food business licence under <i>Local Law No. 9 (Licensing) 1999</i> and/or <i>Local Law No. 12 (Council Property and Other Public Places) 2003</i> is not an approval of other aspects of the operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

I understand that I cannot commence operating until such time as I hold a valid licence issued under *Local Law No. 9 (Licensing) 1999* and/or *Local Law No. 12 (Council Property and Other Public Places) 2003*.

☐ YES  
☐ NO




☐ YES  
☐ NO

Applicant 1	Applicant 2
Name in full:	Name in full:
<b>Applicant signature:</b>	<b>Applicant signature:</b>
Date:	Date:
Position:	Position:

## Section 8 - Fees (not subject to GST)

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

## 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. A merchant surcharge fee of 0.34% will apply.
	<b>Pay online</b>	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 0.34% will apply.
	<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

Phone: 07 3412 3412

Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)