

Commercial Use Activity – roadside vending permit application

Local Law No. 11 (Local Government Controlled Areas and Roads) 2016
 Local Law No. 1 (Administration) 2016

2024/2025

This application form is to be used to apply for a Commercial Use Activity permit which involves either stationary or mobile roadside vending from a Council controlled area or roads. If you intend to carry out mobile roadside vending and you comply with the below, you will not require a permit from Council:

- Where the mobile roadside vending operator does not:
 - Solicit business from Council controlled areas or roads;
 - Cause obstruction to vehicle and pedestrian movements by the operation of the business – ie. the queuing of customers;
 - Do not operate in front of businesses of a similar nature or that sell similar goods or services that are provided by the mobile roadside vending operation;
 - Do not remain in one location for more than 30 minutes; and
 - Do not attend the same area more than 3 times in a single day.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

Who is applying for the permit?

Individual(s) - Complete question 2	<input type="checkbox"/>
Incorporated Association / Corporation – Complete question 3	<input type="checkbox"/>

1. Individual(s)

Individual 1

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				
Postal address:				

Individual 2

	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full name:				
Phone number:				
Email address:				
Postal address:				

2. Corporation or organisation

Name: <i>E.g., ABC Company Pty Ltd</i>	
ACN:	
Postal address:	
Registered address of corporation or organisation:	
Phone number:	
Email address:	

Nominated contact person:

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

3. Business trading name

If the trading name of the business is different to that which is provided at either question 2 or question 3, please provide the following information:

Business trading name:	
ABN:	

4. Location of proposed roadside vending

Where is the proposed location of the roadside vending? <i>Please provide a description of the location. E.g., an area of road approximately 30 meters from 123 Smith Street, Cairns.</i>	
What are the dimensions and total area for roadside vending required? <i>E.g., 5.5m x 2.5m = 13.75m²</i>	

5. Roadside vending details

Please provide a description of the goods which are proposed to be sold? <i>E.g., the roadside vending is for the sale of coffee, other hot drinks and soft drinks.</i>	
What are the proposed hours of operation? <i>E.g., The proposed hours of operations are 7:00am to 3:00pm, Monday to Friday.</i>	
What are the proposed furniture and structures to be used in the Permit area (if any)?	

<p>Please provide a description of the vehicle/s proposed to be used in the roadside vending activity?</p> <p><i>Must include:</i></p> <ul style="list-style-type: none"> • <i>A description of the vehicle/s;</i> • <i>Dimensions of the vehicle/s; and</i> • <i>Registration number/s for the vehicle/s.</i> 	
<p>Are there any advertising devices proposed to be installed?</p>	<p>Yes <input type="checkbox"/></p> <p><i>If answering yes to this question, please include the following details with this application:</i></p> <ul style="list-style-type: none"> • <i>The type of signs;</i> • <i>The number of signs; and</i> • <i>The location of signs within the Permit area.</i>
<p>Please provide a description of the toilet arrangements which are proposed to be in place for the operator/s of the proposed site.</p>	<p>No <input type="checkbox"/></p>
<p>Please provide any further information if applicable.</p>	

6. Supporting Documentation

Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, it will not be considered a properly made application and Council may refuse to accept it.

<p>Site Plan</p>	<input type="checkbox"/>
<p>Evidence of any other approvals that may be required in relation to the Permit area <i>For example – If applicable, the applicant must provide a copy of a food licence if one is already obtained.</i></p>	<input type="checkbox"/>
<p>A certificate of currency for Public Liability Insurance held in the name of the proposed Permit Holder for an amount of no less than \$20 million which notes the Cairns Regional Council as an interested party.</p>	<input type="checkbox"/>

7. Applicant Declaration

If the application is made by a corporation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.

I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Cairns Regional Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.

I indemnify the Cairns Regional Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the assessment of this application.

I agree that if a permit is issued following assessment of this application form that I will:

- (a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Cairns Regional Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and
- (b) indemnify the Cairns Regional Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Cairns Regional Council in connection with or related to the activity and/or the use of the Council controlled area or road in any way.

I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.

Name of applicant
Either individual or corporation

Name of signatory
If applicant is a corporation

Position of signatory
*If applicant is a corporation.
E.g., Director, Secretary.*

Signature

Date

Fees

Application fee

Once a complete application form is received, information will be sent to you about how to make payment of the application fee.

Application fee

\$760.00

Rental fees

If a roadside vending permit is issued following the assessment of your application, the following rental fees are applicable annually dependent on the location of the Permit area.

Applicable area

Cost per m²:

Cairns CBD

\$900.00

Cairns Esplanade Reserve

\$964.00

All roads (except any located within the Cairns CBD)	\$146.00
Any other local government controlled area which is not listed above	\$26.00

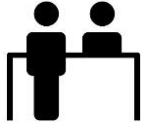
How to submit your application

Submit your completed application form and supporting documentation by one of the following methods:



By mailing

You can mail your completed application to the following address:
 Cairns Regional Council
 PO Box 359
 CAIRNS QLD 4870



In person

You can submit your completed application in person at Council's Spence Street Customer Service centre.



By email

You can submit your completed application by emailing it to regadmin@cairns.qld.gov.au

OFFICE USE ONLY Receipt Type T 164			
Fee:	Receipt #	Date:	Officer Name:

Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

SITE PLAN REQUIREMENTS

A site plan is required to be submitted for all permit applications. A site plan is required to be an aerial view with measurements and must include the following:

- the overall boundary of the Permit area which shows the overall dimensions of the Permit area;
- the location and measurements of the vehicle to be used in the Permit area;
- the location of all furniture, structures, advertising devices and other items intended to be placed in the Permit area; and
- the location of any permanent infrastructure including adjoining buildings, trees, fire hydrants, transformers, telephone booths, mailboxes, bus shelters or seats, rubbish bins, pillars and posts (awning or building supports) and any other permanent items in or adjoining the Permit area.