

Commercial Use Activity – goods for sale – 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 the display or sale of goods from a Council controlled area or road.

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.

1. Who is applying for the permit?

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

2. 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:				

3. 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:	
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Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

4. 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:	

5. Location

<p>Where is the proposed location that the goods are to be displayed from?</p> <p><i>Please provide a description of the location. For example – an area of footpath adjoining 123 Smith Street, Cairns.</i></p>	
<p>What are the dimensions and total area proposed to be used?</p> <p><i>E.g., 5.5m x 2.5m = 13.75m²</i></p>	

6. Further details

<p>Please provide a description of the goods which are proposed to be sold?</p> <p><i>E.g., furniture and other homewares which are sold by the adjoining business called Cairns Furniture Store.</i></p>	
<p>What are the proposed operating hours that the goods will be displayed from the footpath or road?</p> <p><i>E.g., The proposed operating hours are 9:00am to 5:00pm, Monday to Friday and 9:00am to 12:00pm Saturdays.</i></p>	
<p>What is the proposed furniture and/or structures to be used to display the goods on (if any)?</p> <p><i>E.g., The goods will be displayed on 2 trestle tables.</i></p>	

Are there any advertising devices proposed to be installed in the Permit area?	Yes <input type="checkbox"/>
	<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 Footpath Dining area.</i>
Please provide any further information if applicable.	No <input type="checkbox"/>

7. 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.

Site Plan <i>Note: please see the requirements of a site plan outlined at the end of this application form.</i>	<input type="checkbox"/>
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.	<input type="checkbox"/>

8. Applicant Declaration

If the application is made by a corporation or incorporated association, 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.

<p>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.</p>	
<p>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.</p>	
<p>I agree that if a permit is issued following assessment of this application form that I will:</p> <p>(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</p> <p>(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.</p>	
<p><input type="checkbox"/> 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.</p>	
Name of applicant <i>Either individual or corporation</i>	
Name of signatory <i>If applicant is a corporation</i>	

Position of signatory <i>If applicant is a corporation. E.g., Director, Secretary.</i>	
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	\$273.00
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Rental fees

If a goods for sale 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 m ² :
Cairns Esplanade Reserve	\$964.00
All roads (except any located within the CBD)	\$146.00
Any other local government controlled area which is otherwise 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 including width and length of the Permit area;
- the location and overall dimensions of the items proposed to be used within the Permit area;
- the location of all vehicles, 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.