

# Permit Application Use of Local Government Controlled Areas, Facilities and Roads (Commercial Use)



Local Law No. 1 (Administration) 2011  
Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads)

Enquiries: 07 4913 5000 / 1300 790 919 Email: [enquiries@livingstone.qld.gov.au](mailto:enquiries@livingstone.qld.gov.au)  
Address: PO Box 2292 YEPPOON QLD 4703

[www.livingstone.qld.gov.au](http://www.livingstone.qld.gov.au)

#### PRIVACY NOTICE

Livingstone Shire Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under Local Law No. 1 (Administration) 2011, specifically Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011, Subordinate Local Law 1.4 and Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads). Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

**This application form is to be used when applying for the use of a Council controlled road, facility or area. The details provided are used by Council to assess the application. The application must be submitted with the relevant fee and all supporting documentation.**

Applicant Details	
<b>Applicant Name (Individual, Partnership, Company)</b>	<b>Company Name (if Partnership or Company)</b>
<b>Postal Address</b>	<b>Registered Office Address (if Partnership or Company)</b>
<b>Suburb &amp; Postcode</b>	<b>Suburb &amp; Postcode</b>
<b>Contact Number(s)</b>	<b>Company Director(s) Name</b>
<b>Email</b>	<b>Manager(s) Name</b>
<b>ABN / ACN</b>	<b>Manager(s) Contact Number</b>

Activity Details	
<b>Applicants must not commence their activity until approval has been granted.</b>	
<input type="checkbox"/> Mobile Roadside Vending (the operator supplies the goods or services to a customer in response to the customer waiving down the operator)	<input type="checkbox"/> Portable Advertising Sign
<input type="checkbox"/> Static Roadside Vending (the operator carries out the activity from a specified or a number of specified places)	<input type="checkbox"/> Goods on Road Reserve
	<input type="checkbox"/> Footpath Dining
	<input type="checkbox"/> Use of Local Government Controlled Roads
<b>Location of Activity (e.g.: Address or Shop Details)</b>	
<b>Date(s) and Times of Activity</b>	<b>Site Area Required (m<sup>2</sup>)/ Dimensions of goods/sign</b>
<b>Details of Goods</b>	<b>Details of Vehicle (if applicable)</b>

OFFICE USE ONLY					
Receipt No	Amount Paid	\$	Date Paid	___/___/___	ECM No
Information Checked	Yes / No	Licence No	CSO		

## Portable Advertising Sign Details

Type of Sign

A-Frame       Other (specify)

Only one portable advertising sign is permitted per frontage per trading premise. An additional sign may be approved where a clear and unobstructed frontage greater than five (5) metres is available. The portable advertising sign must be located directly outside the business against the wall of the premise and must not obstruct pedestrians or vehicle traffic.

This application for portable advertising signs does not include structural signs or third party signs that require a development approval.

## Other Information

All amendments must be received in writing along with mandatory supporting information applicable to the licence type.

Please refer to Commercial Use of Footpath Guideline on our website for further information.

## Fees and Charges 2018/2019

Application Type	Application Fee	Licence Fee	Licence Renewal Fee
Portable Advertising Sign	\$48.00	\$23.00	\$23.00
Static Roadside Vending	\$259.00	\$80.00	\$80.00
Mobile Roadside Vending	\$80.00	\$80.00	\$80.00
Footpath Dining	\$259.00	\$80.00	\$80.00
Goods on Road Reserve	\$259.00	\$80.00	\$80.00
Short Term Permit (1 month)	\$153.00	Nil	Nil
Long Term Permit (over 1 month)	\$153 first month plus \$70 per additional month	Nil	Nil

## Payment Options

Refer to Council's Current [Fees and Charges](#) for details

*Payment must be made when the form is submitted – forms will not be processed until payment is received.*



**MAIL** – Make your cheque/money order payable to Livingstone Shire Council and mail to PO Box 2292, Yeppoon QLD 4703



**IN PERSON** – You can pay this account at any of Council's Customer Service Centres:



**ONLINE SERVICES** – Visit [www.livingstone.qld.gov.au/online-services](http://www.livingstone.qld.gov.au/online-services)

**Yeppoon** (Town Hall, 25 Normanby Street or **Emu Park** (Library), 7-9 Hill Street

## Checklist

### Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011

The following is required to be submitted with this application.

Use this checklist to ensure that you have attached all necessary documents for Council to assess and decide the application.

#### Council is unable to process an application if mandatory supporting documentation is not submitted.

- A site plan to scale including:
  1. The boundaries of the site and the locations of any buildings, roads or structures
  2. The proposed location of the activity
  3. The dimensions of the proposed passageway for pedestrian traffic (excludes Mobile Vending)See [Commercial Use of Footpath Guideline](#) and [Footpath site plan template](#)
- A copy of the financial Certificate of Currency which demonstrates your public liability insurance for a minimum of 10 million dollars for Council controlled roads or 20 million dollars for State controlled roads (for all applications if applicable). Please check with Council if unsure.
- The proposed seating plan to scale (for Footpath Dining Applications). See [Commercial Use of Footpath Guideline](#) and [Footpath Site Plan Template](#)
- A drawing to scale or photograph of the actual sign clearly showing the dimensions, advertising material and overall appearance (for Portable Advertising Sign Applications).
- A copy of current registration certificates for any vehicle proposed to be used for the activity (mobile or static roadside vending) (if applicable).

- (1) Details of the nature, time and place of the prescribed activity for which the approval is sought.
- (2) If the applicant wants to use a particular part of a local government controlled area or road for serving food and drink or for other business purposes—a plan showing the relevant part of the local government controlled area or road.
- (3) If the prescribed activity is to be operated from a site, stall or vehicle—specifications for the site, stall or vehicle which is proposed to be used in the operation of the prescribed activity.
- (4) Details of the name, street address, telephone number, facsimile number and email address of the person responsible for the operation of the prescribed activity.
- (5) A copy of the current registration certificate for each vehicle proposed to be used in the operation of the prescribed activity.
- (6) Details of the operation of the prescribed activity including
  - (a) if goods or services are to be supplied—the nature of the goods and services to be supplied; and
  - (b) if the goods or services are to be supplied at particular times—the times during which the goods or services will be supplied; and
  - (c) if goods or services are to be supplied—the method of sale of the goods or services; and
  - (d) a copy of each policy of insurance of the applicant which relates to the operation of the prescribed activity; and
  - (e) how the applicant proposes to dispose of waste generated by the operation of the prescribed activity; and
  - (f) if signage is intended to be displayed – details of the signage and how the signage will be secured whilst displayed.
- (7) Subsection (8) applies if—
  - (a) the prescribed activity is to be operated at a place on a local government controlled area or road; and
  - (b) the place abuts, or is adjacent to, land other than a local government controlled area or road; and
  - (c) the operation of the prescribed activity may cause a nuisance, inconvenience or annoyance to the occupier of the land.
- (8) The application must be accompanied by—
  - (a) the written consent of the occupier of the land to the operation of the prescribed activity at the place; or a written statement from the occupier of the land in support of the operation of the prescribed activity at the place

## Declaration

The applicant must be the responsible person for the activity.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

<b>Signature of Applicant</b>
<b>Name of Applicant (Individual, Partnership, Company)</b>
<b>Name of Signatory (if Partnership or Company)</b>

<b>Date</b>
<b>Position of Signatory (if Partnership or Company)</b>