

**Application for an Approval to Conduct a Prescribed Activity
Under Subordinate Local Law 1.9**

Section 1 – Applicant/Business Details (All applicants to complete)

	No fee applicable	
APPLICANT <small>(The applicant is the legal entity that is legally responsible for the conduct of the business. Not the business name.)</small>	Applicant's name: (This is NOT the business name)	
	Postal address:	
	Contact phone:	Mobile:
	Contact fax:	Email:
PRIMARY CONTACT PERSON <small>(Only if different from above)</small>	Contact person:	
	Postal address:	
	Contact phone:	Mobile:
	Contact fax:	Email:
BUSINESS DETAILS Enter postal address if different from street address	Business name : (Must be registered with the Qld Office of Fair Trading)	
	ABN:	
	Street address:	
	Postal Address:	
Hours of Operation	Monday - Friday	From ____am/pm to ____am/pm AND from ____am/pm to ____am/pm
	Saturday	From ____am/pm to ____am/pm AND from ____am/pm to ____am/pm
	Sunday	From ____am/pm to ____am/pm AND from ____am/pm to ____am/pm
	Other:
Section 2 – PRESCRIBED ACTIVITY DESCRIPTION	TYPE OF DISPLAYS USED: (This does NOT include advertising signs which are still licensed with DTMR)	
	Stationary roadside vending:	<input type="checkbox"/> Complete Section 3 then continue from Section 7
	Mobile roadside vending:	<input type="checkbox"/> Complete Section 4 then continue from Section 7
	Footpath dining:	<input type="checkbox"/> Complete Section 5 then continue from Section 7
	Goods on footpath:	<input type="checkbox"/> Complete Section 6 then continue from Section 7
	Definitions: 'Mobile Roadside Vending' means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where: (a) the operator travels from place to place; and (b) the operator supplies the goods or services to a customer in response to the customer waiving down the operator. 'Stationary Roadside Vending' means an operator soliciting or carrying on the supply of goods or services (including food or drink) for profit in circumstances where: (a) the operator carries on the activity from (i) a specified place or (ii) a number of specified places, but (b) the activity is not footpath dining.	

<p>Section 3 – STATIONARY ROADSIDE VENDING</p> <p>(Attach further information if insufficient room)</p>	<p>Location of site:</p> <p>Size of site:</p> <p>Distance from road:</p> <p>Goods to be sold:</p> <p>Days of operation:</p> <p>Hours of operation:</p> <p>Will signage be used? Yes/No</p> <p>No. of signs: Size of signs:</p> <p>How signs will be secured:</p> <p>.....</p>	<p>If a vehicle is involved provide a description and registration no. of the vehicle/s:</p> <p>Make:</p> <p>Model:</p> <p>Registration:</p> <p>Make:</p> <p>Model:</p> <p>Registration:</p> <p>**YOU MUST PROVIDE A COPY OF A CURRENT REGISTRATION CERTIFICATE FOR EACH VEHICLE</p>
<p>Section 4 – MOBILE ROADSIDE VENDING</p>	<p>Area of intended operation:</p> <p>.....</p> <p>Goods to be sold:</p> <p>Days of operation:</p> <p>Hours of operation:</p> <p>If relevant, provide details below of particular areas to be serviced on particular days:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Provide a description and the registration no. of the vehicle/s involved in the prescribed activity:</p> <p>Make:</p> <p>Model:</p> <p>Registration:</p> <p>Make:</p> <p>Model:</p> <p>Registration:</p> <p>Attach a separate page if insufficient room.</p> <p>**YOU MUST PROVIDE A COPY OF A CURRENT REGISTRATION CERTIFICATE FOR EACH VEHICLE</p>
<p>Section 5 – FOOTPATH DINING</p>	<p>Number of tables:</p> <p>Size of tables:</p> <p>Number of chairs per table:</p>	<p>Construction materials of tables and chairs:</p> <p>.....</p> <p>.....</p> <p>Please ensure a waste receptacle is supplied.</p>
<p>Section 6 – GOODS ON FOOTPATH</p>	<p>Description of goods: (Clothes, shoes, machinery, etc.)</p> <p>.....</p> <p>.....</p>	

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Document Number: ECS_090

Authorised By: Executive Manager Environment and Community Services

Document Maintained By: Environment and Community Services

Version No: 3

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Current Version Adopted: June 2017

Next Review Date: As Required

Section 7 – WASTE	Will any waste be generated from the conduct of this activity: Yes / No If yes, a waste receptacle must be provided by the Applicant. How and where will the waste be disposed of:
Section 8 – SIGNAGE	If signage is to be placed at the site please indicate the location on the plan and describe below how the signage is to be secured:
Section 9 – CONSENT	If the prescribed activity: <ul style="list-style-type: none"> • is to be located on a local government controlled area; and • abuts, or is adjacent to, land other than a local government controlled area, and • may cause a nuisance, inconvenience or annoyance to the occupier of the land, you MUST attach the written consent of the landowner or a written statement in support of the prescribed activity.
Section 10 – Public liability insurance (You MUST attach a copy)	<p>Certificate of Currency of your Public Liability Insurance Policy, to the minimum value of \$20 million. The policy shall name the insured as ‘the applicant for the Permit, the Department of Transport and Main Roads, and the Hinchinbrook Shire Council’.</p> <p>Name of insurance company:</p> <p>Name of insured:</p> <p>Sum insured: Policy No.: Expiry date:</p>
Section 11 – LODGEMENT (Note: You MUST attach all necessary documentation for your new application to be processed)	<p>Please attach the following:</p> <ol style="list-style-type: none"> 1. A copy of your Public Liability Insurance Policy to the minimum value of \$20 Million. The public liability policy must indemnify the Council, in the prescribed form and manner, against all public liability claims arising from the operation of this business. 2. A Site Plan. The scope to extend: <ul style="list-style-type: none"> • from the kerb or road edge, the full width of the footpath to the frontage of the building or the full width of the road reserve as the case may be; and • from the boundary of each adjoining premises and the full length of the property frontage, where relevant. The Site Plan shall show: <ul style="list-style-type: none"> • the boundaries of the site, the outline of buildings, and the use of adjoining buildings; • the area (including dimensions) intended to be used for roadside vending (shown in red) and the location of all facilities to be used in the conduct of the Prescribed Activity; • any waste receptacles, trees, fire hydrants, transformers, telephone booths, mail boxes, bus seats and shelters, traffic signal boxes, fixed rubbish bins, pillars and posts (supporting signs or other objects) and other obstructions. 3. A copy of current registration certificates for each vehicle which relates to the operation of the prescribed activity. 4. A written consent or statement in support of the prescribed activity from the occupier of land abutting or adjacent to the intended site, if applicable. 5. Any further documentation specifically requested by Hinchinbrook Shire Council. <p>Return forms and all documentation to Environment & Community Services, Hinchinbrook Shire Council, 25 Lannercost Street or PO Box 366, Ingham QLD 4850.</p>
Section 12 – FURTHER INFORMATION	If requested by Council, a report, study or certification from a suitably qualified person about the undertaking of the prescribed activity generally, or a specific aspect of the undertaking of the prescribed activity, must be provided in support of this application.

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Section 13 – INDEMNITY I declare the information provided in this application to be true and correct SIGN HERE ►	<p>I/We acknowledge that any approval issued pursuant to this application is subject to the following conditions:</p> <p>a) An approval holder shall, at all times, hold harmless and keep indemnified the Council, its members, employees and agents from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses which may be taken against, made on or suffered by it or any of them directly or indirectly on account of or in respect of or arising out of any act, matter or thing done or omitted to be done by the approval holder or agents or employees or any of them in connection with any activity carried out or purporting to be carried out under the Approval or in the observance, fulfillment, non-observance or non-fulfillment of any condition of the Approval.</p> <p>b) The Approval holder shall ensure a Public Liability Insurance Policy taken out, to the minimum value of \$20M, is kept in force for the whole of the period that the Approval covers, and includes the Hinchinbrook Shire Council and the Department of Transport and Main Roads as interested parties.</p> <p>I / We agree to abide by the conditions of the Approval as set by Council.</p>												
	Name if different to Applicant:												
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PRIVACY CLAUSE

The information collected on this form will be used by the Hinchinbrook Shire Council in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of Council protocol, except where required by legislation (including the *Information Privacy Act 2009*) or as required by the Queensland State Government. This information may be stored in the Council database. The information collected will be retained as required by the *Public Records Act 2002*.

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