



Commercial Use of Council Controlled Areas or Roads New Application/Renewal Application

Local Law No.1 Administration, Subordinate Local Law No. 1 (Administration) 2016 – Schedule 8
Please call us if you have any questions about fees or how to complete this form. Type or print in BLOCK LETTERS and select boxes where applicable. Enter 'N/A' if the question does not apply.

Existing approval number (if renewal application)

APPLICANT

Title Mr Mrs Ms Company Other
Full name
Company Other
Director's name ABN
Trading name
Contact person (if not above)
Phone Mobile

INDIVIDUAL/BUSINESS

Street address
Locality/Suburb State Postcode
Postal address
Locality/Suburb State Postcode
Email
Phone Mobile

LOCATION/AREA OF ACTIVITY

Site address/Location
Locality/ Suburb State Postcode
GPS Co-ordinates: Location Site Plan Location Satellite map
Will this activity occur at another location within Cook Shire Council?
 Yes, please provide details below
 No

LOCATION/AREA OF ACTIVITY continued

What is the area of use *(if applicable)*:

Length (m) Width (m) Area (l x w)

PROPOSED ACTIVITY

Describe your proposed activity?

Have you obtained any approvals relating to the activity from the Council or another department, agency or body pursuant to another law? *(e.g. access to the wharf, refuse bins, safe food accreditation, food business licence)*?

Yes, *(attach approvals)*. Contact council if unsure of approvals required.

No

OPERATION

Do you require use of Council's Power Supply?

Yes, *(specify total power wattage)*

No

Will the activity generate loud or amplified noise?

Yes, *provide details below*.

No

Do you require signage or advertising material?

Yes, *provide details below*. Please note you may require council approval.

No

HOURS OF OPERATION

Operation start and end date: from to

Operating days and hours:

FOOD VENDORS ONLY

Provides details of the set up (e.g. vehicle, vessel, tent, gazebo)

What type of food do you intend to prepare and/or sell? (attach a menu)

What operation best describes your food business activity? (please tick all boxes that apply)

- Retail Offsite Caterer Tour Operator Seafood Processor/Producer
 Wholesale Supplier Distributor Other

COUNCIL WHARF/PONTONS USER ONLY

Name of Vessel

Type of Vessel

Make Model

Colour Registration Number

Length Overall (m) Beam (m) Draft (m)

*attach a copy of your registration certificate

Type of fishing licence Fishing Licence Number

WATER SUPPLY

- Town water Chlorinated Bore Other

Water treatment details:

*If not town water, attach a current copy of a water analysis certificate from a National Association of Testing Authorities (NATA).

PUBLIC LIABILITY INSURANCE

Insurance company

Name of insured

Policy number Policy Expiry Date

DECLARATION

I understand Cook Shire Council cannot be held liable in any way, including for personal injury, death, damage to property, or economic loss, as the result of the approval of this proposal. To the best of my knowledge, the information provided in this application is correct.

Applicant's Signature

Date

You are providing personal information which will only be used for Council business activity specific to your enquiry, request, or application. Your personal information is managed in accordance with the *Information Privacy Act 2009*, will only be handled by persons authorised to do so and will not be disseminated unless you have given Council permission to do so or the disclosure is required by law.

SUPPORTING DOCUMENTS (Indicate below the supporting documents you have attached to this application)

- A copy of your **Food Business Licence** if your business activity involves preparing or selling unpackaged food (except for whole fruits and vegetables).
- A copy of your Safe Food Accreditation if your business activity involves processing meat, dairy, eggs, seafood or horticulture.
- A copy of any relevant statutory permits, authorisations or approvals. e.g. a personal appearance services licence, food safety program accreditation.
- A copy of the current registration certificates for each vehicle/vessel proposed to be used in your operation, including trailers, cooler vans etc.
- Colour photographs of the vehicle/vessel you will be using.
- If your operation is a stall, a detailed layout showing the size of the stall, equipment associated with the operation of the activity, type of flooring, walls ceiling and how it will be secured.
- A certificate of Cover for Public Liability Insurance to the minimum value of **\$20 million dollars** and noting Cook Shire Council as an interested party. Ensure the name on the insurance policy is the same name as the applicant name on this application and must be either a person or a company name.
- Details of any signage you intend to display and how it will be secured.

LODGEMENT OPTIONS

When you have signed and dated this form, please lodge it with the fees and all the supporting documents required at the council office, in person, email or post. If your application is successful, you will receive an approval certificate.

Cook Shire Council
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Phone: 07 4082 0500
Email: mail@cook.qld.gov.au
Website: www.cook.qld.gov.au

OFFICE USE ONLY

G/L: 2050.105.121

Application fee

Approval issued

Yes

No

Date paid

Receipt number

Received by

Received by

Name

Signature