



# Roadside Vending

Commercial Use of Council Controlled Areas or Roads

## New 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.

### 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 OF ACTIVITY/TRADING SITES

No set location  Set location  Both

Site address (if applicable)

Locality/Suburb  State  Postcode

Describe the location of your operation in relation to site address:

\*Please attach a map of area/s you want to operate

### OPERATION

List goods/services to be sold/provided:

What type of business best describes your operation?

- Food Vendor     Seafood Processor     Hairdresser     Retail (*specify*)
- Caterer     Meat Producer     Tattoo Artist     Other

\*Provide a copy of your food business licence, relevant statutory permits or contact council if you require approval/s.

How will you power your cooking, food storage or food display equipment?

- Gas     Generator     Other (*specify*)

## HOURS OF OPERATION

Operation start and end date:    from  to

Operating days and hours:

## VEHICLE

Will a vehicle be used for this activity?

- Yes, *provide details*
- No, *go to the next section*

Type of vehicle

Make  Model

Colour  Registration Number

Storage address (*when vehicle is not in use*)

## STRUCTURE/EQUIPMENT

Trailer     Gazebo     Marquee     Awning     Other

Dimensions  Trailer Registration Number

\*If using additional vehicles such as a trailer, cool room etc, please attach details

## 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 information you have attached to this application)

- A site plan to scale (1:100 for each location) showing the proposed location of the vehicle on the road reserve and showing the distance between the outer border of the vehicle and the kerb/roadside.
- A copy of the current registration certificates for each vehicle proposed to be used in your operation, including trailers, cooler vans etc.
- Colour photographs of the vehicle/s 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.
- 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.
- 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**  
**10 Furneaux Street (PO Box 3)**  
**Cooktown, Qld 4895**  
**Phone:** 07 4082 0500  
**Email:** mail@cook.qld.gov.au  
**Website:** www.cook.qld.gov.au

OFFICE USE ONLY

G/L: 2040.105.121

Application fee

Approval issued

Yes  No

Date paid

Receipt number

Received by

Received by

Name

Signature