



Roadside Vending

Commercial Use of Council Controlled Areas or Roads

Renewal Application

Local Law No.1 – Administration, Subordinate Local Law No. 1 (Administration) 2016 – Schedule 8

This form cannot be used for transfer of ownership. You will need a 'New Application Form'. 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

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 Site Number

Site address (if applicable)

Locality/Suburb State Postcode

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

*Please attach a map of the 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 Structure/Equipment 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 (PO Box 3)
10 Furneaux Street
Cooktown, Qld 4895
Phone: 07 4082 0500
Email: mail@cook.qld.gov.au
Website: www.cook.qld.gov.au

OFFICE USE ONLY

G/L: 2050.105.86

Application fee

Approval issued

 Yes No

Date paid

Receipt number

Received by

Received by

Name

Signature