DOUGLAS SHIRE COUNCIL

Phone: 07 4099 9444 **Web:** www.douglas.qld.gov.au
Fax: 07 4098 2902 **Postal:** PO Box 723 Mossman Qld 4873
Email: enquiries@douglas.qld.gov.au **Office:** 64-66 Front St Mossman

20/21 LL11

Prescribed Activity Application:

Conduct Roadside/Itinerant Vending

Local Law No. 1 (Administration) 2020

You MUST complete ALL questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application not being a properly made application.

For all applications, you must:

- Complete the form;
- Complete any other forms relevant to your application;
- Provide any mandatory supporting information identified on the forms; and
- Submit the applicable fee.

1. APPLICATION TYPE

☐ Itinerant Vending (no set location) ☐ Roadside Vending (set location)

** Application must comply with Council's Roadside Vending policy and Dept Transport & Main Roads Roadside Vending Guidelines.*

2. APPLICANT DETAILS

Note: The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

Applicant (person(s) or company/organisation): **DOB (if person):**

Business Trading Name: **ABN:**

Postal Address:

Telephone: **H:** **W:** **M:**

Email:

Contact for Application: **M:**

On-Site/Emergency Contact: **M:**

3. VEHICLE DETAILS

Will a vehicle be used for the activity? ☐ No – go to next section. ☐ Yes – complete details below.

Make: **Model:**

Registration Number: **State of Registration:**

4. EQUIPMENT DETAILS

Is a trailer used? ☐ Yes ☐ No

Trailer Registration Number:

Trailer Dimensions:

Additional Equipment: ☐ Marquee ☐ Stand/s

☐ Table/s ☐ Other:

Marquee Size: (m)

OFFICE USE			
Receipt Type: 28	**Payment Amount: $**	**Receipt No:**	**CSO:**

5. STATIONARY VENDING LOCATION

6. GOODS AND SERVICES TO BE SOLD

Provide details of the goods and services to be sold:

7. SUPPORTING INFORMATION (attach if more space and detail needed)

What measures will be taken to ensure that the activity does not significantly detract from the capacity of the road to provide safe vehicular and, where relevant, pedestrian thoroughfare?

What measures will be taken to ensure existing services located in, along, over or adjacent to the road/local government controlled area will not be adversely affected?

8. PUBLIC LIABILITY INSURANCE

Certificate of Currency must be provided prior to the event/activity and:

- ☐ Note Douglas Shire Council as an interested party;
- ☐ Coverage is for at least $20 million; and
- ☐ Cover the scope and dates of the activity.

Name of Insured:	Name of Insurer:
Policy No:	Policy Expiry Date:

9. RELEASE AND INDEMNITY

In consideration of Douglas Shire Council ("Council") issuing me/us with *The Approval* for the purpose described or allowed under *The Approval* ("the activity/activities"), I/we:

1. release and discharge Council and Council's agents, servants, officers and insurers ("the Related Parties") from and in respect of all liability, claims, losses, damages or proceedings which I/we may have (either now or accruing in the future) against Council and/or the Related Parties in respect of, or arising out of, or in connection with the activity/activities;
2. agree that the release and discharge given under clause 1 may be pleaded by Council and the Related Parties as a bar to any action, suit or proceeding commenced now or taken at any time by Council and/or the Related Parties, against Council and/or the Related Parties, or to which Council and/or the Related Parties is or are joined as a party or parties, in respect of, or arising out of, or in connection with the activity/activities; and
3. agree that I/we am/are liable for and shall indemnify Council and the Related Parties against any liability, claim, loss, damage or proceeding in respect of, or arising out of, or in connection with the activity/activities.

The covenants given under this document are binding upon me/us and my/our heirs, executors, successors and permitted assigns.

10. CHECKLIST AND SUPPORTING DOCUMENTS	Applicant Supplied	N/A	Officer Checked
Have you read the conditions below and have all sections been completed and form signed?	☐		☐
Attach a copy of your **Public Liability Insurance**.	☐		☐
Attach a **Site Plan** (see Guide to Site Plan below) – Roadside Vending (set location) Only	☐		☐
Attached **Food License** (if applicable)	☐	☐	☐
Attached copy of **Vehicle registration certificate/s**	☐	☐	☐
Photo's of vehicle and set-up	☐	☐	☐

6. DECLARATION

To the Chief Executive Officer, Douglas Shire Council

I / We make application under *Local Law No. 1(Administration) 2020* for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct, and agree to comply with all requirements and conditions as approved.

Print Name:	
Signature:	**Dated:**

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

11. SITE PLAN CHECKLIST

Attach a site plan, which clearly indicates all of the following applicable to the activity:

☐	Location of vending area	☐	Site entrances/exits
☐	Set up details including all equipment	☐	Waste/refuse facilities

12. PRESCRIBED FEES (Applicable from 1 July 2020 to 30 June 2021)

☐	New Application/Transfer Fee	$ 153.50
☐	Annual Approval Fee	$ 153.50
☐	Area Use Fees (Invoiced to business when approved)	*See Fees and Charges Schedule*