

# ENVIRONMENTAL HEALTH SERVICES

## Application form for Trading on Footpath

### Bundaberg Regional Council Local Laws

Council is collecting your personal information (e.g. name, address, phone number etc), for the purposes as outlined on this form. Council is required to collect this information under the *Local Government Act 2009*. This information will only be accessed by authorised Council officers and will be handled in accordance with Council's Privacy Statement governed by the *Information Privacy Act 2009*. Visit <https://www.bundaberg.qld.gov.au/privacy> for further information.

**Applications that are incomplete will not be accepted.**

### PART A Application Type

- New Approval**
- Amendment to Approval – Existing approval number (if known)**
- Transfer of Approval – Existing approval number (if known)**

#### Trading on Footpath Activity:

- Footpath Dining**     **Parklet**     **Display of Goods for Sale on Footpath**
- Provision of tables and chairs on Footpath without Dining**

### PART B Applicant Details

#### 1 Name of Applicant

Individual's full name

Title	Surname/Family Name	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Or

Organisation's full name *Organisation applying to be the new licensee New Business Pty Ltd*

#### 2 ABN (Australian Business Number)

#### 3 Residential Address

Shop No.	Street No.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 4 Postal address

#### 5 Preferred Contact Person's Detail

Name

Business phone number

Business fax number

Business mobile No.

## PART B Premise Address

### 6 Business/Trading Name

### 7 Business details

Business phone number

Business fax number

Business mobile No.




Email

### 8 Premises Address (use official address of premises location)

Unit No.

Street No.

Street

Suburb

Postcode






### 9 Real Property Description

Lot

Plan

Lot

Plan





### 10 Status of Applicant

Owner of the premises

Occupier of the premises

## PART C Application Specific Details

### 11 Do you hold a current Licence under the *Food Act 2006*?

Yes → Licence number

No → Please specify why (e.g. exempt from Licensing)


### 12 Trade Zone

CBD Core

Zone B

CBD Frame

Former Isis Shire

CBD Balance Area

Former Kolan Shire

Zone A

### 13 Total area proposed to be used for footpath dining. Please attach a layout plan and photos of proposed footpath dining area.

### 14 Proposed number of tables and chairs

Tables	<input type="text"/>
Chairs	<input type="text"/>

### 15 Other proposed fixtures or fittings

Umbrellas

Windbreaks

Plants

Other → Please specify

**16 Hours of Operation**

Day	Time
Monday	
Wednesday	
Friday	
Sunday	

Day	Time
Tuesday	
Thursday	
Saturday	
Public Holidays	

**17 Evidence of Public Liability Insurance**

Public Liability Insurance for \$20,000,000.00 is to be kept in force by the applicant at all times to indemnify Council and the State against all action, proceedings, claims, demands, costs losses, damages and expenses which may be brought against, or made upon, the local government or the State as a result of the activity. Have you provided a copy of your current public liability insurance?

**Name of Insurance Company:**

**Policy number:**

**Amount: \$**

**Date policy expires:**

Copy of Public Liability of \$20,000,000.000 provided to Council?


- Yes
- No – Provide a copy as attachment to application

**18 Footpath Dining/Parklet and display of Goods for Sale on Footpath details**

Layout of commercial use of footpath

Identify

- Width of footpath outside your business
- Type of obstructions that is presently on the footpath (bin, posts, power pole etc.)
- Preferred location of each items for which approval is sought
- Clearance distance to the kerb and shop frontage etc. when items are placed in your preferred location/s.

ROAD	
Kerb	
Footpath	
Your Business Premises Frontage	



**22 Applicant declaration and signature**

I/We declare that the information I have provided in this application is true and correct and consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

I am aware that it is an offence to knowingly provide false or misleading information.

Full Name of Signatory

Position of Signatory e.g. Owner, Manager

Signature and date

 / /20

**APPLICATION LODGEMENT:**

Applications may be lodged as follows:

- By Email: [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au) – scanned copy with signatures only
- By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670
- By Fax: 07 4150 5410 – with signatures only
- In person: At your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday
  - Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
  - Bargara Service Centre, 160 Hughes Road, Bargara
  - Childers Service Centre, 45 Churchill Street, Childers
  - Gin Gin Service Centre, 4 Dear Street, Gin Gin

BUNDABERG REGIONAL COUNCIL USE ONLY			
ENVIRONMENTAL HEALTH SERVICES			
Entered by C&E Admin			
Licence Number		Total Amount Payable	
Receipt Type	221	GL	10331.3201.1452
CUSTOMER SERVICE			
Receipt Number		Date Paid	

### Approval Application Guidelines

Notes in relation to specific fields on the application

For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.

#### Application type

As this form can be used for several different application types in relation to footpath dining, you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Approval** where premises has not previously been approved for this purpose, or where a previous approval has lapsed. You would also select **New Approval** if you take over a business as Approvals are not transferrable.
- Select **Amendment to Approval** if you already hold the Approval and intend on making alterations to the operation.

#### Licence for the Food Business

You must ensure the business is being conducted lawfully in accordance with the *Food Act 2006*. The *Food Act 2006* exempts certain food businesses from licensing. If you have made application for a food business licence or design assessment provide the applicable details.

#### Premises address

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively phone Council on 1300 883 699. If you are proposing a Mobile Food Business, you must give us the address where the vehicle is garaged, or your residential address. This address cannot be a post office box.

#### RPD

This is the Real Property Description. If you are unsure of the RPD, please confirm by contacting the landowner or alternatively contact Council on 1300 883 699.

#### Trade Zones for footpath dining Approvals

Trade Zones are indicated on the attached map.

#### Applicant

The primary applicant must be the person who will hold the Approval and be legally responsible for the operation.

- Where the applicant is an individual, provide the full name, e.g. Mr. John Peter Smith
- Where the applicant is a partnership of individual, provide full name of all individuals e.g. Mr. John Peter Smith, Mr. David Geoffrey Smith and Miss Mary Jane Smith.
- Where the applicant is a corporation, provide the full name of the corporation as registered, e.g. Queensland Best Pty Ltd or My Company Ltd. Note that a business name is not a legal entity and cannot be a Approval holder.

#### Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

#### Contact person

You may wish to nominate a contact person for the application, e.g. Your manager. An organisation must nominate a contact person.

#### Contact details

Give contact details where you can be reached on a daily basis during business hours.

#### Approval specific details

Total area proposed to be used for footpath dining

Give proposed area intended to be used for footpath dining, including any area used for planter boxes and other items.

#### Proposed operating hours

Give the hours of operation for each day of the week.

### **Public Liability Insurance**

You must take out Public Liability Insurance to a minimum value of \$20,000,000.00 naming Council as an interested party. A copy of the current insurance document must be submitted before your application will be given approval.

### **Amendment to Approval**

This section is only applicable if you are requesting an amendment to your current Approval. You need to clearly indicate the proposed amendment, e.g. Change to approved area, conditions, processes or activities to be operated. Please attach supporting documentation if relevant.

### **Completion checklist**

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these need to conform to the requirements as listed in this guideline.

### **Applicant suitability, declaration and signature**

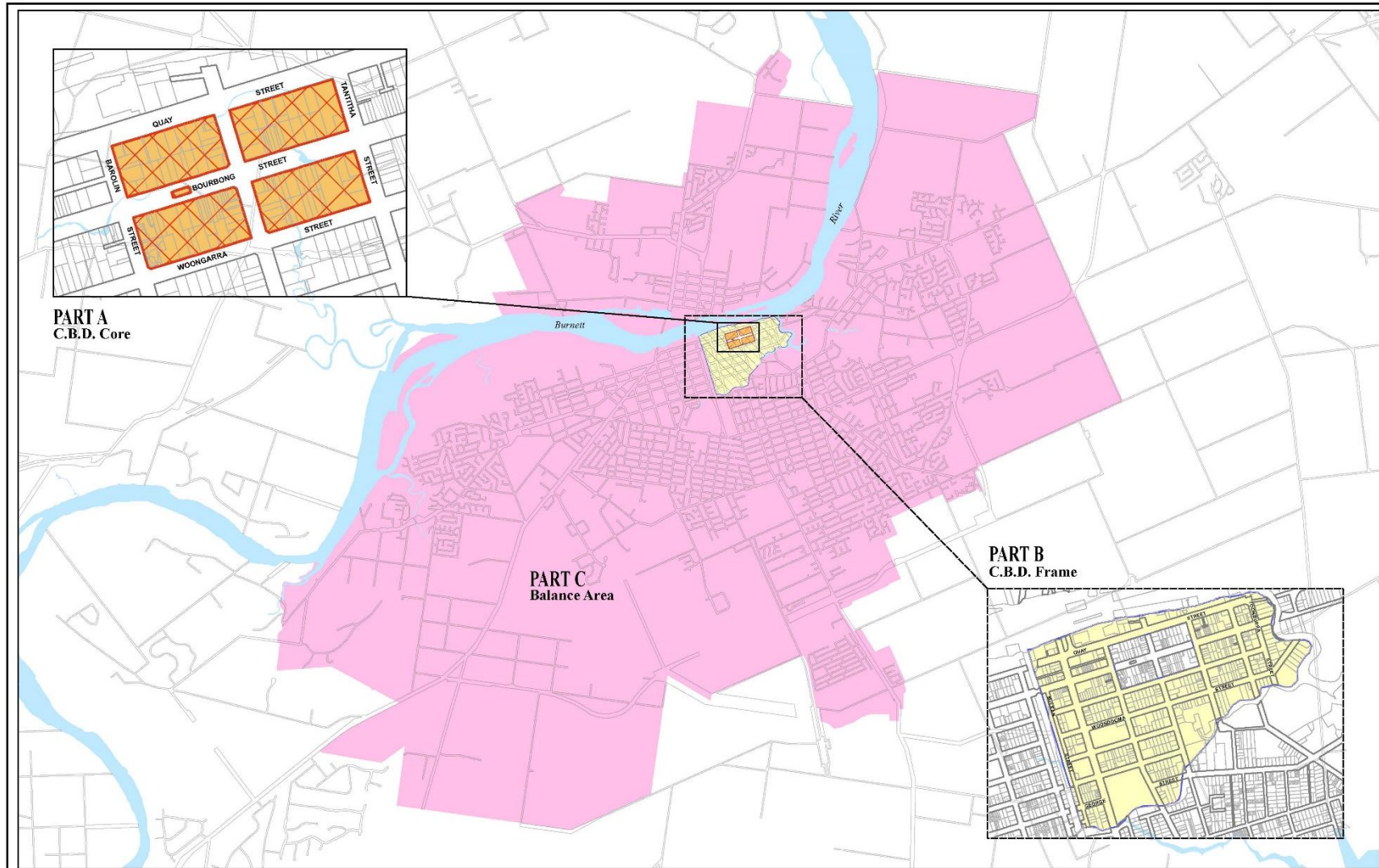
If you are supplying commercial sensitive or confidential information please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

#### Notes in relation to Plan Requirements

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are not required for transfers or an amendment of Approval not involving structural alterations.

- Two copies of all plans, not larger than A3 and clearly legible
- All plans showing location of area proposed to be used for footpath dining
- Site plan showing location of site in relationship to surrounding land uses
- All plans drawn to scale 1:100 or 1:200 with elevations and details not more than 1:50

Technical reports and other information such as brochures or photos can be attached as necessary to accompany the plans.



**PART A**  
C.B.D. Core

**PART C**  
Balance Area

**PART B**  
C.B.D. Frame

