



ETHERIDGE SHIRE COUNCIL

...The Golden Heart of the Gulf

COMMERCIAL USE ACTIVITY APPLICATION FORM

Option 1 - Application for Commercial Use

This application form is to be used to apply for a Commercial Use Activity permit which involves any of the following activities to be carried out on a Council controlled area or road where a commercial benefit or gain is received by the Permit Holder:

- An activity that is conducted for the purpose of organised sport, education, recreation or tourism that is undertaken by participants only; or
- A training event or tour.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

Option 2 – Application for Roadside

This application form is to be used to apply for a Commercial Use Activity permit which involves either stationary or mobile roadside vending from a Council controlled area or roads. If you intend to carry out mobile roadside vending and you comply with the below, you will not require a permit from Council:

- Where the mobile roadside vending operator does not: o Solicit business from Council controlled areas or roads;
- Cause obstruction to vehicle and pedestrian movements by the operation of the business – ie. the queuing of customers;
- Do not operate in front of businesses of a similar nature or that sell similar goods or services that are provided by the mobile roadside vending operation;
- Do not remain in one location for more than 30 minutes; and
- Do not attend the same area more than 3 times in a single day.

All relevant sections in this application form must be completed and any required documentation must be submitted with an application for it to be a properly made application. Council must receive a properly made application at least 30 days prior to the intended commencement date. Applications which are incomplete will not be accepted.

Who is applying for the permit?

Individual(s) – Complete question 2

Incorporated Association / Corporations – Complete question 3

1. Individual(s)

Individual 1	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full Name:				
Phone Number:				
Email Address:				
Postal Address:				
Individual 2	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Full Name:				
Phone Number:				
Email Address:				
Postal Address:				

2. Corporation or Organisation

Name: e.g., ESC Company Pty Ltd	
ACN:	
Postal Address:	
Registered Address of Corporation or Organisation:	
Phone Number:	
Email Address:	

ABN 57 665 238 857

Address all correspondence to:
The Chief Executive Officer
PO Box 12
GEORGETOWN QLD 4871

FRM-013 v1

Phone: (07) 4079 9090
Fax: (07) 4062 1285
Email: info@etheridge.qld.gov.au
41 St George Street, GEORGETOWN QLD 4871

**Nominated contact person:**

If the applicant is a corporation or organisation, a contact person must be nominated for the permit and must be duly authorised to act on behalf of the corporation.

Full name of contact person:	
Position held within corporation or organisation:	
Phone number of contact person:	
Email address of contact person:	

3. Business Trading Name

If the trading name of the business is different to that which is provided at either question 2 or question 3, please provide the following information:

Business Trading Name:	
ABN:	

4. Location of Proposed Activity

Where is the location of the proposed activity/ Roadside Vending? <i>Please provide a description of the location. E.g., an area of road approximately 30 meters from 123 low Street, Georgetown.</i>	
What are the dimensions and total area required for the activity/ Roadside Vending? <i>E.g., 50m x 25m = 1,250m²</i>	

5. Details

Please provide a detailed description of the proposed activity.	
Please provide a description of the goods which are proposed to be sold? <i>E.g., the roadside vending is for the sale of coffee, other hot drinks and soft drinks.</i>	
What are the proposed dates and times that the area will be required for the activity? <i>E.g., The proposed hours are 7:00am to 3:00pm, Monday 5th August 2024 to Friday 9th August 2024.</i>	

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Details – Continued.....	
Will you gain a commercial benefit or gain from the activity if approved?	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
What is the total number of customers or participants proposed to be taken onto the area for the purpose of carrying out the activity in a 12-month period? <i>*Not Applicable for Roadside Vending</i>	
What is the total number of customers or participants proposed to be taken to the site at any one time? <i>*Not Applicable for Roadside Vending</i>	
What are the proposed furniture and structures to be used in the Permit area (if any)?	
If there are vehicles proposed to be used in the activity please provide the following details: • A description of the vehicle/s; • Dimensions of the vehicle/s; and • Registration number/s for the vehicle/s.	
Are there any advertising devices proposed to be installed?	Yes <input type="checkbox"/> <i>If answering yes to this question, please include the following details with this application:</i> • • <i>The type of signs;</i> • • <i>The number of signs; and</i> • • <i>The location of signs within the Permit area.</i>
	No <input type="checkbox"/>
Please provide a description of the toilet arrangements which are proposed to be in place for the operators/customers/participants at the proposed site.	
Please provide any further information if applicable.	

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6. Supporting Documentation	
Please provide copies of each of the following documentation with your application. Please be advised that if any of the following are not included with your application, it will not be considered a properly made application and Council may refuse to accept it.	
Site Plan	<input type="checkbox"/>
Evidence of any other approvals that may be required in relation to the Permit area <i>For example – If applicable, the applicant must provide a copy of a food licence if one is already obtained.</i>	<input type="checkbox"/>
A certificate of currency for Public Liability Insurance held in the name of the proposed Permit Holder for an amount of no less than \$20 million which notes the Etheridge Shire Council as an interested party.	<input type="checkbox"/>
Risk Assessment/ Management Plan	<input type="checkbox"/>
Food Licence <i>*If Applicable</i>	<input type="checkbox"/>

7. Applicant Declaration	
If the application is made by a corporation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the corporation or incorporated association.	
I declare that the information provided in this application form and any other documentation submitted in connection with this application is true and correct and consent to the Etheridge Shire Council making enquiries and exchanging information with authorities of any Local, State/Territory or Commonwealth department regarding any matters relevant to this application.	
I indemnify the Etheridge Shire Council, including its employees, representatives or agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Etheridge Shire Council in connection with or related to the assessment of this application.	
<p>agree that if a permit is issued following assessment of this application form that I will:</p> <p>(a) keep in effect during the term of any permit issued, a certificate of currency for public liability insurance which notes the Etheridge Shire Council as an interested party and which is for a value of not less than \$20 million and held in the name of the permit holder; and</p> <p>(b) indemnify the Etheridge Shire Council, including its employees, representatives and agents, from and against any action, claim, demand, loss, damage, cost and/or expense that is or may be suffered by the Etheridge Shire Council in connection with or related to the activity and/or the use of the Council controlled area or road in any way.</p>	
<input type="checkbox"/> I have read and understood the above declaration and confirm that the information provided in this application and any supporting documents are true and correct.	
Name of applicant <i>Either individual or corporation</i>	
Name of signatory <i>If applicant is a corporation</i>	
Position of signatory <i>If applicant is a corporation. E.g., Director, Secretary.</i>	
Signature	
Date	

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APPLICATION FEE

Once a complete application form is received, information will be sent to you about how to make payment of the application fee. *Please refer to Council website for application fee*

RENTAL FEES

If a permit is issued following the assessment of your application, rental fees are applicable which will be dependent on either the location and size of the area required or the number of customers.

HOW TO SUBMIT YOUR APPLICATION

Submit your application form and supporting documentation by one of the following methods:



BY MAIL

You can mail your completed application to the following address:
Etheridge Shire Council
PO Box 12
GEORGETOWN QLD 4871



IN PERSON

You can submit your completed application in person at the Councils Main office located at
41 Saint George Street,
GEORGETOWN QLD 4871



BY EMAIL

You can submit your completed application by emailing info@Etheridge.qld.gov.au

<u>OFFICE USE ONLY</u>
Application Type:
Fee Paid: \$
Receipt No:
Date Approved:
Officer:
Signature:
Comments:

Etheridge Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your application. 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.

SITE PLAN REQUIREMENTS

A site plan is required to be submitted for all applications. A site plan is required to be an aerial view with measurements and must include the following:

- the overall boundary of the proposed Permit area including the length and width of the area which shows any nearby buildings;
- the location of all vehicles, furniture, structures, advertising devices and other items intended to be placed in the area; and
- the location of any permanent infrastructure including trees, fire hydrants, transformers, telephone booths, mailboxes, bus shelters or seats, rubbish bins, pillars and posts (awning or building supports) and any other permanent items in or adjoining the area.

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