

Contact Council if you have any specific enquiries regarding fees or how to complete this form.

Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Application to be made a **MINIMUM** of 10 business days prior to activity date

APPLICATION FOR A REGULATED, RESTRICTED OR PUBLIC PLACE ACTIVITY

Local Law No. 1 (Administration) 2011, Subordinate Local Law No. 1 – Schedule 6, 23 and 24

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

This application is required for activities on Council controlled areas or roads including:

- **Public Place Activities:** One-off commercial activities or ongoing non-commercial activities including street stalls, sausage sizzles, ticket sales, busking, displays, distributing information, conducting surveys and using loudspeakers.
- **Depositing Goods or Materials:** One-off commercial or non-commercial

This application does not apply to:

- **Ongoing commercial use of footpaths:** Complete an 'Application for Commercial Use of Roads – Goods on footpaths and Footpath dining'
- **Use of Council parks:** Complete 'Request to Hold Event in Council Park'

☐ Public place activity – commercial one-off	Fee may apply
☐ Public place activity – non-commercial	No fee applies
☐ Depositing goods or materials	Fee may apply

Fees and charges are available on Council website at www.banana.qld.gov.au or by contacting Council's Customer Service Team on (07) 4992 9500.

APPLICANT DETAILS

If applicant is a corporation, or incorporated association complete top section

APPLICANT DETAILS – Corporation or Incorporated Association

Corporation or Association name
ACN or ABN
Corporation Director or committee name/s
Registered office address
Locality / Suburb
State
Postcode

OR

APPLICANT DETAILS – Individual

If applicant is an individual complete bottom section

Title	☐ Mr.	☐ Mrs.	☐ Ms.	☐ Miss	☐ Other (specify)
Family name					
Given names					
Title	☐ Mr.	☐ Mrs.	☐ Ms.	☐ Miss	☐ Other (specify)
Family name					
Given names					

POSTAL ADDRESS Address for delivery of correspondence associated with this licence. Our preference is to deliver correspondence via email unless you advise otherwise	Postal address	
	Locality / Suburb	
	State	Postcode
	Phone number	Mobile number
	Email	
☐ I would prefer correspondence to be delivered to by to my postal address ONLY		
BUSINESS / TRADING DETAILS Real Property Description – refer to Rates Notice.	Trading name	
	ABN	
	Lot no.	Reg. plan no.
	Parish	
	Street address of business	
	Locality / Suburb	
	State	Postcode
PREFERRED CONTACT PERSON To be completed for all applications.	Contact person	
	Position	
	Phone number	Mobile number
	Email	
PUBLIC PLACE ACTIVITY DETAILS Provide details of the activity to be held Tick all that apply	☐ Street stall	
	☐ Cake stall	
GOODS OR MATERIALS DETAILS	☐ Sausage sizzle	
	☐ Raffle ticket sales	
	☐ Exhibit or distribute advertising	
	☐ Other	
	☐ Busking	
	☐ Collect donations	
	☐ Display/ demonstration/ information booth	
	☐ Use of loudspeaker or amplifying device	
☐ Conduct survey		
Description of goods or materials to be deposited		
<i>Attach a map of the proposed position of the goods or materials within this location</i>		

ACTIVITY DETAILS Details of proposed activity	Days of operation	
	Times of operation	
	Frequency of operation	
	Nature of activity / goods for sale	
ACTIVITY LOCATION Provide details of the location of the activity to be held	Location of activity	
	Locality / Suburb	
	State	Postcode
CHECKLIST	This application must be accompanied by ☐ Letter of consent (if relevant) ☐ A copy of a certificate of currency for your Public Liability Insurance Policy. The public liability must indemnify Council, in the prescribed form and manner, against all public liability claims arising from operating the business. Public liability insurance is required to be maintained to the sum of not less than twenty million dollars (\$20,000,000.00), except for applications for a single sign or banner in which case Council may accept a sum of not less than five million dollars (\$5,000,000.00).	
CONDITIONS OF CONSENT The following conditions will be imposed for a street stall permit	1. Application to be made to Council in the prescribed form and an approval to be issued with relevant conditions.	
	2. Where positioned in front of a business/shop, applicants must have a letter of consent from the shop occupier whose business the activity is located in front of. Example letter of consent is attached.	
	3. There must be no hindrance to pedestrians.	
	4. Noise to be kept at a reasonable level.	
	5. Amplified music is not permitted, unless specifically authorized by Council.	
	6. The activity must not unduly interfere with the usual use or amenity of the road or area.	
	7. The Approval is to be on display in an easily seen location at all times.	
	8. The Approval Holder must hold Public Liability Insurance of not less than twenty million dollars (\$20 000 000.00).	
	9. Approval holder must indemnify the Council & State Government (<i>if applicable</i>) against any damages.	
	10. Religious, charitable, educational and political activities are not exempt.	

DECLARATION Indemnity Statement	In the making of this application, I/We, the approval holder, acknowledge that any approval issued pursuant to this application shall be subject to the following conditions:	
	- I/We agree to indemnify Banana Shire Council from and against all actions, claims, demands, notices, losses, damages, costs and expenses which Council may incur or become liable in connection with any activity carried out or purporting to be carried out under the approval in any condition of the approval. - I/We agree to keep in effect during the continuance of this approval, a Public Liability Insurance Policy of not less than twenty million dollars (\$20,000,000.00) which will remain in force for the whole of the period that the approval covers, said policy shall indemnify Banana Shire Council in respect of such actions.	
	I/We agree to abide by the conditions of the approval set by Council.	
	I declare the information provided in this application to be true and correct.	
Applicant One	Signature	Date / /
Applicant Two (if applicable)	I declare the information provided in this application to be true and correct.	
	Signature	Date / /
	Please note: This application form must be completed and signed and lodged with Council along with the prescribed fee. Council reserves the right to limit or refuse approvals to ensure overcrowding does not occur. Conditions may be imposed on the approval as considered appropriate by Council.	
OFFICE USE ONLY	Date Received	Application Checked YES NO
	Fee (\$)	Taken By
	Receipt No	Other
	Subject FID2682	
Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to Council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the <i>Information Privacy Act 2009</i>		

EXAMPLE LETTER OF CONSENT TO OCCUPY FOOTPATH

Before an application for a street stall permit, a letter of written consent is required from the shop occupier whose business the stall is located in front of. Below is an example for a shop owner's written consent.

We hereby give permission for _____
to hold a Street Stall outside _____
of _____

on the address being: _____

on the following dates: _____

Name: _____ Signed _____ Date: ____ / ____ / ____