



Standing Vehicle Permit Application Information

Please read the following information before completing and submitting the application. Applications that are incomplete will not be accepted.

Standing Vehicles Policy

Applications for any booth for religious, charitable, educational or political purposes, or for a booth in association with a Local, State or Federal Government election are exempt from the provisions of Chapter 14 Part 3 Ordinance 5.

Any application for a stall, booth, stand or standing vehicle for any other purpose should be made to Council.

Applications for the sale of food from standing vehicles, stalls, booths or stands within the City, Fortitude Valley and Paddington are subject to a separate policy with differing conditions.

Applications for permits will be subject to the following considerations:

- The views of the Local Ward Councillor are to be obtained and taken into account.
- The vendor is to be seen as providing a useful community service to specific disadvantaged vehicle drivers; or the vendor is to provide a useful community service at specified functions at specific times.
- The vehicle is to be located where traffic hazards or interruption to free traffic movement is unlikely to occur.
- Any application for a site on a state controlled road should be accompanied by a letter from the Department of Main Roads indicating approval to use the location for the proposed purpose.
- Any permit will be issued to a single individual for a single nominated vehicle at a single specified location only. The vehicle must be registered in the name of that individual.

Applications will not be approved if:

- The site is located on a road to which abutting property is permitted access.
- The site is near a school, shop, other approved standing vehicle or other approved outlet selling similar goods.
- The use will create hazardous and/or nuisance situations.
- The vehicle is located on a site where or at a time when standing of a vehicle would be unlawful.
- The site is outside the Central Traffic Area and the vehicle cannot be located within the road reserve, at least 10 metres clear of the nearest traffic running lane and at least 50 metres clear of the nearest intersection.

Standing operating conditions

The following conditions apply to the operation of a standing vehicle. Council may delete, amend and add further conditions to suit particular cases.

- Subject to compliance with the requirements of the Traffic Act, the vehicle is to be that described in the application and is to be located generally in the position described in the application.

- Any vehicle used for the sale of food is to meet the requirements of the 'Food Act 2006' and is to be maintained in a satisfactory condition.
- Prior to the issue of the permit the applicant is to obtain a licence and registration under the 'Food Act 2006'.
- Vendors are to carry their permits together with the appropriate Food Licence at all times the use is being carried out. Copies of each are to be displayed in a transparent holder where they will be clearly visible to an inspecting officer.
- All goods are to be stored, displayed within and sold from the vehicle only.
- All advertising signs used are to be mounted on the vehicle and are to be of a nature that will not create a traffic hazard.
- The operation is to be restricted to daylight hours.
- Adequate trash receptacles are to be provided for use by customers and are to be removed by the permit holder at the end of day's trading.
- The area in which the vehicle stands is to be kept in a clean and tidy condition by the permit holder.
- The vehicle is to be located at least 10 metres from the edge of the nearest traffic running lane and at least 50 metres clear of the nearest intersection.
- Permit is only transferable with Council approval.
- Compliance with the requirements of all relevant Council Ordinances.

Application lodgement options

By mail:

Return completed application to:

**Brisbane City Council
GPO BOX 1434
BRISBANE QLD 4001**

In person:

Applications can only be lodged at the Regional Business Centres.

For further information

Please contact Brisbane City Council on **133 BNE (133 263)** or visit Council's website at **www.brisbane.qld.gov.au**.



Standing Vehicle Permit Application

Local Law, Chapter 14, Part 3

GST does not apply to these Permits

Office Use Only

DART Application no.

DART Permit no.

1 Are you applying for a **New Permit**?

NOTE: A vehicle or stall has not been previously approved for this purpose, a previous approval has lapsed, or you intend to take over a business and plan to significantly alter the vehicle, stall or operation.

No **Go to 2**

Yes **Select ONE only**

City/Valley/
Paddington

Approval for these areas is unlikely as appropriate sites have already been taken

Weekends only

Weekdays only

Full week

Select for all other suburbs depending on the times you intend to operate

2 Are you applying for an **Amendment to Permit**?

NOTE: You already hold the permit and plan on making significant alterations to the operation.

No **Go to 3**

Yes **Go to 25**

3 Are you applying for a **Transfer of Permit**?

NOTE: You are taking over an existing permit, the premises have a current permit and no changes to the operation have been made.

No **Go to 5**

Yes Existing Permit no.

4 Do you hold the Food Licence for the business?

No **You cannot apply**

Yes Current Food Licence no.

5 Is food to be sold from a vehicle?

No **Go to 6**

Yes **Give details**

Current Food Licence no.

Vehicle Registration no.

6 What is the official address where the activity will be carried out?

Use address of property closest to location. If you are unsure please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

This address **cannot** be a post office box.

Unit no.	Street no.	Street
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb		Postcode
<input type="text"/>		<input type="text"/>

7 Location in relation to the official address, e.g. in front of, beside a road/street

8 Real Property Description

If you are unsure of the RPD, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

Lot	Plan
<input type="text"/>	<input type="text"/>
Lot	Plan
<input type="text"/>	<input type="text"/>

9 Name of individual or names of individual partners?

NOTE: The primary applicant must be the person who will hold the permit and be legally responsible for the operation. A permit can only be issued to an individual or a partnership.

Individual 1

Mr Mrs Miss Ms Other

Surname/Family name

First and Middle name(s)

Individual 2

Mr Mrs Miss Ms Other

Surname/Family name

First and Middle name(s)

10 What is your ABN?

Any person who conducts a business is required to have an ABN.

:	:	:	:
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11 Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as your business location or your residential address.

This address **cannot** be post office box

Postcode

12 Postal address

Postcode

13 Business/Trading name *If applicable*

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14 Contact person's name **MANDATORY**

--

15 Contact's details

Business hours phone number
()
Business hours fax number
()
Mobile number
E-mail address

16 Is an Agent/Consultant assisting you with this application?

If an agent or consultant is assisting you with this application, the following details must be supplied.

No **Go to 20**

Yes **Go to next question**

17 Agent/Consultant's name

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18 Agent/Consultant's address

Postcode

19 Agent/Consultant's contact details

Business hours phone number
()
Business hours fax number
()
Mobile number
E-mail address

20 Are you applying for a **New Permit**?

No **Go to 25**

Yes **Go to 21**

21 Does this application relate to a vehicle?

No **Go to 23**

Yes **Give details**

Make, e.g. <i>Ford, Toyota</i>	Model, e.g. <i>Hiace, Tarago</i>
Body	Colour

22 What type of goods are to be sold from the vehicle?

NOTE: If you are proposing to sell food, you may also require a Licence for a Food Premises. Generally, food and vegetables that are not cut up or processed do not require a Food Licence.

If you are unsure contact Council on (07) 3403 8888.

Flowers

Fruit and vegetables

Food **Give type of food**

Other **Give details**

23 Proposed operating days

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24 Proposed operating hours

Monday to Friday	
Saturday	Sunday

25 Are you applying for an **Amendment to Permit?**

No **Go to 30**

Yes Existing permit no.

Give details of proposed amendments to current permit, e.g. *alteration or expansion to the activity or change of operating hours.*

26 Is food to be sold from a vehicle?

No **Go to 27**

Yes **Give details**

Current Food Licence no.

Vehicle Registration no.

27 What is the official address where the activity will be carried out?

Use address of property closest to location. If you are unsure please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

*This address **cannot** be a post office box.*

Unit no.	Street no.	Street
<input type="text"/>	<input type="text"/>	<input type="text"/>
Suburb		Postcode
<input type="text"/>		<input type="text"/>

28 Location in relation to the official address, e.g. *in front of, beside a road/street*

29 Real Property Description

If you are unsure of the RPD, please confirm by contacting the landowner or alternatively Council on (07) 3403 8888.

Lot	Plan
<input type="text"/>	<input type="text"/>
Lot	Plan
<input type="text"/>	<input type="text"/>

30 Are you applying for a **Transfer of Permit?**

NOTE: *The current permit holder/s must consent to the transfer of the permit to the applicant.*

It is strongly recommended to obtain an Inspection Report (pre-sale report) prior to finalising purchase of a food business, as this report will indicate any outstanding issues with the current permit.

Please contact Council on (07) 3403 8888 for more information about an Inspection Report.

No **Go to 32**

Yes **Go to 31**

31 Has there been any alterations/modifications to the existing vehicle, stall or operation without Council approval?

No **Permit Holder's consent required**

Yes **You cannot apply for a Transfer of Permit**

Permit Holder 1

Current Permit Holder's name

Position, e.g. *Manager*

Signature

Date

Permit Holder 2

Current Permit Holder's name

Position, e.g. *Manager*

Signature

Date

32 Is the location adjacent to a Main Road?

NOTE: *If you are proposing a location that is adjacent to a designated Main Road, i.e. a state controlled road, you will need an approval issued by the Department of Main Roads.*

No **Go to 33**

Yes **Attach approval from the Department of Main Roads**

33 Have you ever had a permit for a standing vehicle refused, suspended or cancelled, or been found guilty of an offence under Local Law, Chapter 14, Part 3 or corresponding law in Queensland or other States and Territories?

No **Go to 34**

Yes **Give details**

34 Completion checklist/Plan requirements

The checklist is used 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 below or in the Standing Vehicle Policy.

NOTE: *You may require other approvals to conduct your business. It is your responsibility to ensure you obtain all relevant approvals. A permit under the Local Law does NOT constitute approval of other aspects of your business.*

Tick ALL that apply	Office Use Only
Standing Vehicle Permit Application fee enclosed or paid <input type="checkbox"/>	<input type="checkbox"/>
Two sets of plans to scale - max size A3 <input type="checkbox"/>	<input type="checkbox"/>
Photograph/plan of standing vehicle to be used <input type="checkbox"/>	<input type="checkbox"/>
Photograph of proposed area <input type="checkbox"/>	<input type="checkbox"/>
Supporting documentation, if you answered 'yes' to question 25 <input type="checkbox"/>	<input type="checkbox"/>
Approval from the Department of Main Roads, if you answered 'yes' to question 32 <input type="checkbox"/>	<input type="checkbox"/>

35 Applicant's declaration and signature

If you are supplying commercially sensitive or confidential information please ensure you mark such information clearly.

I understand that the information provided in and with this application may be disclosed publicly under the *Freedom of Information Act 1992 and the Evidence Act 1977*.

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

Applicant 1

Name

Signature

Date

Applicant 2

Name

Signature

Date