

# Application for Commercial Use of Roads Permit

Rockhampton Regional Council Local Law No. 1  
(Administration) 2011



**Enquiries:** 1300 22 55 77  
**Address:** PO Box 1860  
Rockhampton Qld 4700  
**Email:** [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au)

## PRIVACY NOTICE

Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. The Council is authorised to do this under *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

## APPLICANT DETAILS

Given Name(s)

Surname(s)

Trading Name

Position in Company

Postal Address

Property Address

Contact Number

Fax Number

Email

## ACTIVITY DETAILS

Type of Activity

Mobile Roadside Vending

Static Roadside Vending

Charitable Roadside Vending

Portable Advertising Sign

Footpath Dining

Busking or Performing

Location of Activity

Area Required (m<sup>2</sup>)

Date(s) and Duration of Activity

Details of Goods and/or Services

Method of Waste Disposal

Details of Stall or Vehicle (if applicable)

FOR PAYMENT OPTIONS PLEASE SEE OVERLEAF

OFFICE USE ONLY	Date:	CSO:	Information Checked: Yes / No
	Amount: \$	Receipt No:	Licence No:

## PORTABLE ADVERTISING SIGN DETAILS

Type of Sign

A-Frame

Other (specify)

Trading Days

Trading Hours

Method for Securing Sign

Sign Surface Area (must not exceed 1.5m<sup>2</sup>)

## OWNERS CONSENT

Owners Name(s)

Surname

Trading Name

Postal Address

Contact Number(s)

Email

Signature of Owner

Date

## CHECKLIST

- A site plan to scale including:
  1. The boundaries of the site and the locations of any buildings, roads or structures
  2. The proposed location of the activity
  3. The dimensions of the proposed passageway for pedestrian traffic (excludes Mobile Vending)
- A copy of current public liability insurance for a minimum of 10 million dollars for Council controlled roads or 20 million dollars for State controlled roads (for all applications).
- The proposed seating plan to scale (for Outdoor Dining Applications).
- A drawing to scale or photograph of the actual sign clearly showing the dimensions, advertising material and overall appearance (for Portable Advertising Sign Applications).
- Evidence that the organisation is a registered charity (for Charitable Roadside Vending).
- A copy of current registration certificates for any vehicle proposed to be used for the activity (if applicable).

Your application may not be processed if mandatory supporting documentation is not submitted.

## OTHER INFORMATION

Only one portable advertising sign is permitted per trading premise. The portable advertising sign must be located directly outside the business against the wall of the premise and must not obstruct pedestrians or vehicle traffic.

This application for portable advertising signs does not include structural signs or third party signs that require a development approval.

Please allow 10 working days for you application to be processed.

The applicant must be the responsible person for the activity.

I declare that the information I supplied on this application is complete, truthful and correct in every detail.

Signature of Applicant

Date

Name of Signatory

Date

## PAYMENT OPTIONS

**IN PERSON** – You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**TELEPHONE** – Call 1300 22 55 77 or 07 4932 9000 (or from outside Australia call +61294235551) between 8am and 5pm Monday to Friday to pay with MasterCard or Visa.

**MAIL** – Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

**ONLINE** – Why wait, log onto our website [www.rockhamptonregion.qld.gov.au](http://www.rockhamptonregion.qld.gov.au) and pay now via BPAY. Payments can be made for the following: Rates – Water and General Notice, Animal Renewals, Parking Infringements and Debtor Accounts.

**CREDIT CARD** – Council complies with the Payment Card Industry Data Security Standard. Compliance helps to alleviate sensitive data being compromised and protects cardholder data. **Credit Card Numbers are NOT to be recorded on this form** – Customer Service staff will contact you regarding payment once this form is received.