

# Commercial Use of Roads Application Form – Footpath Dining



**Privacy Notice:** Council is collecting the personal information you supply on this form for the purpose of processing your application. 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*. Council deals with your personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when applying for approval for footpath dining. Approval for this activity allows a business to use a specified area of the footpath for the placement of tables, chairs, fixtures and fittings relevant to the operation of the activity for use by patrons.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

<b>Applicant Details</b> <i>(applicant name must be the same as shown on the public liability insurance)</i>		
Applicant name: <i>(if partnership or company)</i>		ABN:
Applicant name: <i>(if individual)</i>		
First	Middle	Last
Preferred contact number/s:		
Email:		
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)		
<i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>		
<b>Residential Address</b> <i>(if individual)</i>		
Street number and name:		
Suburb:	State:	Postcode:
Postal address <i>(if different)</i> :		
<b>Company Details</b>		
Company director/s name:		
Manager/s name:		
Manager/s contact number:	Email:	
<b>Registered Office Address</b> <i>(if partnership or company)</i>		
Street number and name:		
Suburb:	State:	Postcode:
<b>Site Details</b>		
Trading name:		
Manager/s contact number:	Email:	
<b>Site Address</b>		
Street number and name:		
Suburb:	State:	Postcode:

<b>OFFICE USE ONLY</b>	Date:	CSO:	Information checked: Y / N
	Amount:	Receipt number:	Application number:

**Public Liability Insurance** *(please note a copy of your public liability insurance and indemnity statement must be provided)*

Name of insurer:

Policy number:

Policy limit:

Expiry date:

Is Rockhampton Regional Council noted as an interested party?

 Yes No**Operational Details**

Days and times of operation:

Number of proposed tables:

Materials of proposed tables:

Number of proposed chairs:

Materials of proposed chairs:

Number of proposed portable screens/barriers:

Materials of proposed portable screens/barriers:

Dimensions of proposed portable screens/barriers *(height, length etc)*:

Number of proposed portable shade structures:

Materials of proposed portable shade structures:

Dimensions of proposed portable shade structures *(height, length etc)*:

Method of waste disposal:

**Occupier's Consent**

Where the prescribed activity is:

- (a) To be operated at a place on a local government controlled road; and
- (b) The place abuts, or is adjacent to, land other than a local government controlled area or road; and
- (c) The operation of the prescribed activity may cause a nuisance, inconvenience or annoyance to the occupier of the land; and
- (d) The prescribed activity is to encroach on the land,

the application must be accompanied by the written consent of the occupier of the land to the operation of the activity at the place, or a written statement from the occupier of the land in support of the operation of the prescribed activity at the place.

Occupier's name:

First

Middle

Last

Trading name:

Preferred contact number:

Email:

Occupier's signature:

Date:

## Trading Address

Street number and name:

Suburb:

State:

Postcode:

## Declaration

I submit this Commercial Use of Roads Application Form – Footpath Dining with the relevant fee and supporting documentation as required.

Applicant name:

Applicant signature:

Date:

Signatory name:

Signatory position:

*(if partnership or company)*

*(if partnership or company)*

## Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- Site plan to scale (1:100) of the affected footpath area showing the following information and measurements:
  - (a) The length of the business frontage;
  - (b) The width of the footpath (shop front to kerb);
  - (c) The length of the dining area and width (breadth) of the dining area across the footpath;
  - (d) The approximate location of any Council property (eg litter bins, public seats) in front of the business;
  - (e) The distance between the outer border of the dining area and kerb (minimum of 1.5m required for pedestrian traffic); and
  - (f) The positioning of all furniture including tables, chairs, screens, barriers, plants etc.Note: If the above measurements are not provided, the plan will be returned causing a delay.
- Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million and noting Rockhampton Regional Council as an interested party – ensure the name on the insurance policy is the same name as the applicant name on this application and must be either a person or a company name.
- If occupier's consent has not been provided within 'Occupier's Consent' section of this form, written statement/s of occupier's consent declaring that they support the operation of the prescribed activity on the land abutting/adjacent to the property.
- Colour photographs/brochures of furniture/materials *(eg barriers, seating, tables)* proposed to be used.

## Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

## Payment Information

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

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

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