

# Commercial Use of Roads Application Form – Stationary Roadside

**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 the *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 personal information in accordance with law, including the *Information Privacy Act 2009*.



This form is to be completed when applying for approval for stationary roadside vending. Approval for this activity allows an operator to solicit or carry on the supply of goods or services (including food and drink) for profit from a specified place or a number of specified places. Food vending cannot be undertaken in the Rockhampton CBD exclusion zone being bound by Derby, Archer and Denison Streets and the Fitzroy River.

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:<br><i>(if partnership or company)</i>  |              | ABN:      |
| Applicant name:<br><i>(if individual)</i>  |              |           |
| First  | Middle       | Last      |
| Trading name:  |              |           |
| Postal address:  |              |           |
| Person responsible for the activity:   |              |           |
| Contact number/s:  | Email:       |           |
| <b>Company Details</b>   |              |           |
| Company director/s name:   |              |           |
| Manager/s name:  |              |           |
| Manager/s contact number:  | 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>Registered Office Address</b> <i>(if partnership or company)</i>  |              |           |
| Street number and name:  |              |           |
| Suburb:  | State:       | Postcode: |
| <b>Site Details</b> <i>(if more than one location or a defined area within the Region, please attach details or maps)</i>                                      |              |           |
| Location description:  |              |           |
| Street number and name:  |              |           |
| Suburb:  | State:       | Postcode: |
| Lot number:  | Plan number: |           |

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

**Vehicle Details** *(if more than one vehicle, please attach details)*

Make: Model: Registration number:

Length: Width: Weight:

**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** *(copy of proposal documents should be provided as attachments – personal e-Scooters only)*

Nature of goods/services to be supplied:

Method of sale of goods/services:

Days and times of operation:

Method of waste disposal:

**Occupier's Consent** *(If applicable)*

Where the prescribed activity is to be operated at a place on a local government controlled road; and the place abuts, or is adjacent to, land other than a local government controlled area or road; and the operation of the prescribed activity may cause a nuisance, inconvenience or annoyance to the occupier of 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:

**Trading Address**

Street number and name:

Suburb:

State:

Postcode:

## Supporting Documentation

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

- A site plan to scale (1:100 for each location) showing the proposed location of the vehicle on the road reserve showing the distance between the outer border of the vehicle and the kerb/roadside. The layout of the activity including the boundaries of the site and the locations of any buildings, roads or structures. Structures include fire hydrants, power poles, telephone boxes etc.  
Note: If the above plan does not detail the requested information, the plan will be returned causing a delay.
- Certificate of Cover for Public Liability Insurance to the minimum value of \$20 million dollars 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.
- Copy of the current registration certificates for each vehicle proposed to be used in operation of the activity.
- Colour photographs of the proposed vehicle/s.
- Written statement/s of occupier's consent declaring that they support the operation of the described activity on the land abutting/adjacent to the property.
- Personal E-Scooters – Copy of proposal documents outlining how operations will be managed, including but not limited to, number of devices proposed, full specification of proposed devices and safety features, risk management measures to protect personal safety, proof of third party insurance for each e-scooter, certification the region has been inspected by the organisation and that the region is satisfactory for the services being provided, transition in and transition out plans, proposed locations for deployment zones, no-ride zones and exclusion zones, the organisations process and timeframes for complaint resolution in relation to dangerous or hazardous stopped e-scooters, potential location for base of operations and proposed information sharing with Council.

## Declaration

I submit this Commercial Use of Roads Application Form – Stationary Roadside Vending 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)*

## 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.