

Removable shade structures and/or electrical installations

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Permit application

Local Law No.11 (Roads and Malls) 2008
Subordinate Local law No. 11.1 (Interference with a Road) 2008
Subordinate Local Law No. 11.2 (Roadside Dining) 2008

Please use BLOCK LETTERS and complete all details in full. If you have any enquires regarding this application please contact the Licensing & Approvals Group on 07 5667 5987.

Application purpose:

This application is intended for shade structures (structures) located over approved roadside dining areas on the City's footpaths and that are of a scale that require building approval.

Application process:

This application is in three parts:

- **Part A (Concept design drawings/sketches/illustrations):**
 - Designing a shade structure that compliments the streetscape and nearby buildings, is inviting to patrons and fulfils the needs of the business can take some work. This stage allows for the design to be easily refined before committing to the production of scale drawings.
- **Part B (Scale drawings and structural certification):**
 - Once a design has been agreed upon, scale computer aided design (CAD) drawings and structural certification by Registered Professional Engineer of Queensland (RPEQ) are to be submitted. If approved, the City will issue an approval to install the structure.
- **Part C (Final Certification):**
 - Once the structure is installed, certification from a Building Services Authority Licensed Building or Private Certifier that the shade structure has been built and installed in accordance with the approved plans is to be provided.

Section 1 – Applicant (must be legal entity, for example, person/s or corporation)

Applicant: Business or Operator name			
ACN			
Director / management committee names		Registered office address	
Trading name			
Postal address			
Contact person			
Phone		Mobile	
Email			

Section 2 - Business address			
Building name		Floor level	
Shop number		Street number	
Street name			
Suburb		Postcode	
RPD	Lot	Plan	

Section 3 - Signature of landlord/property manager			
The landlord or property manager's consent must be obtained before submitting the application.			
I consent to the installation of the structure and understand and acknowledge that:			
<ul style="list-style-type: none"> ▪ It is an offence to knowingly provide false or misleading information ▪ Approval of this application does not extend to the approval of any other statutory or local government requirements relating to this premises or activity ▪ Documentation must be provided if a power of attorney (POA) signs on behalf of a person ▪ A person signing on behalf of a corporation or incorporated association must occupy a position that is legally entitled to make an application on behalf of that corporation or incorporated association 			
Land owner name (Person or organisation)		Contact phone number	
Signature		Date	
Building name			
Signatory name (for organisation or POA for a person)		Signatory position (e.g. POA, director, manager)	

Section 4 - Signature of applicant			
I understand and acknowledge that:			
<ul style="list-style-type: none"> ▪ It is an offence to knowingly provide false or misleading information ▪ Approval of this application does not extend to the approval of any other statutory or Local Government requirements relating to this premises or activity ▪ Documentation must be provided if a Power of Attorney (POA) signs on behalf of a person ▪ A person signing on behalf of a corporation or incorporated association must occupy a position that is legally entitled to make an application on behalf of that corporation or incorporated association ▪ The City reserves the right to withdraw this permission for any breach of conditions or any reasons deem by it to be sufficient. ▪ I declare that I am over the age of 18 years. 			
Applicant name			
Signature		Date	
Signatory name (for organisation or POA for a person)		Signatory position (e.g. POA, director, manager)	

Privacy statement

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the Information Privacy Act (Qld) 2009 and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to Cityofgoldcoast/privacy

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

Application Process

Part A – Sketches to work out the design (Concept design drawings/sketches/illustrations)

- Submit completed application form together with design sketches.
- Reach agreement in principle with the City on the structure's design.



Part B – Scale drawings and RPEQ Certification (Provide scale drawings in CAD format and structural certification)

- Submit scale CAD drawings that include all measurements and details as per 'Part B' of the application.
- Submit structural certification from a RPEQ.



Additional information

– Submit additional information and pay bond

- Submit IDAS Form 1 to allow the City to sign as the land owner.
- An authorised officer will advise the required bond amount and details on how to make payment.



City issues approval to install

- When all information is received and approved, the City will issue an approval to install the structure.
- The applicant can then arrange for the structure to be installed.



Power

– If you have power connected to the structure

- Submit Energex Form 1724 to Energex and provide copy of Energex approval to the City.



Part C – Submit final certification

- Within 7 days of installation submit 'Form 21 Final Certification' from a Building Services Authority Licensed Building or Private Certifier advising that the shade structure has been built and installed in accordance with the approved plans and Building Code of Australia.

Part A - Concept design drawings/sketches/illustrations

Introduction:

The design process often involves a number of amendments to the original design. This stage of the application allows the applicant and City to reach agreement in principle on the structure's design, before the applicant commits to the cost of producing scale CAD drawings and obtaining structural certification from a RPEQ.

Please submit to the City sketches or illustrations of the structure design, including the following detail:

1. Overall height, length, width and surface area measurements.
2. Height to underside of structure (lowest horizontal beam).
3. The location of the structure within the permitted roadside dining area.
4. If weather blinds will be attached (must be clear plastic). How they will be concealed when rolled up and how they will be secured to the footpath.
5. How any holes will be covered to prevent a hazard if the structure is removed on a temporary basis.
6. How the pavement will be reinstated to its original condition in the event the City requires the structure and foundation to be removed.
7. The colour and material of all elements of the structure.
8. Any design elements, for example planter boxes, trellis.

Please retain the original application for reference and submit a copy together with the concept design drawings to the Licensing and Approvals Group at: landa@goldcoast.qld.gov.au .

Part B – Scale drawings and structural certification

Introduction:

Once the initial design is approved you will be requested to provide scale drawings and structural certification from a RPEQ. The City will review the drawings and additional information and advise the bond amount. If approved, the City will issue an 'Approval to install removable shade structure' and the structure can then be installed.

Please submit to the City a set of drawings in CAD format identifying the following:

1. Site plan, floor plan, sections and elevations showing exact dimensions, overall height, height of perimeter edges above footpath, length and width measurements, surface area, location within the roadside dining permit area.
2. Proposed schedule of materials, colours and finishes of the structure including roofing material.
3. If weather blinds will be attached (must be clear plastic). How they will be concealed when rolled up, and how they will be secured to the footpath (free-standing tracks must be removed when not in use).
4. If and how rain run-off will be redirected.
5. How the pavement will be reinstated to its original condition in the event the City requires the foundation to be removed in the future.
6. The method of fixing to the pavement and if the structure is removed on a temporary basis how any holes will be covered to prevent a hazard.
7. 3D perspectives or artist's impression of the proposed shade structure showing the overall design, scale, height and surrounding context to adjacent buildings.
8. A RPEQ must provide structural certification (include their name and registration number on the drawings).

Please submit drawings together with RPEQ certification and the artist's impression to the Licensing and Approvals Group at: landa@goldcoast.qld.gov.au .

Additional information

Advertising

For advice on advertising signage please contact the Licensing and Approvals Group on 07 5667 5987.

IDAS Form 1

The IDAS Form 1 is a State-wide form used as the basis for all development applications. Please forward the form to the City to complete *Section No.6* (land owner's consent).

Licensing and Approvals Group at: landa@goldcoast.qld.gov.au .

Bond:

A bond is required as security in the event the City becomes responsible for the removal of the structure and reinstatement of the footpath. An additional bond will be applied to cover the cost of removing electrical installations should they be attached to the structure.

The bond amount will be determined by an authorised officer and you will be advised accordingly.

Bonds are payable by cash or cheque only and can be paid at any Customer service centre to account TF74648, Item RSDINING (Roadside dining security deposits).

The bond amount will be refunded to the payee:

- Should the owner remove the structure and reinstate the footpath to the satisfaction of the City; or
- Upon the sale of the business and the new owner has supplied the required bond.

Part C - Final Certification

Once the structure has been installed, certification must be provided advising that the structure has been built and installed in accordance with the approved plans and the Building Code of Australia.

Upon receipt of the final inspection certificate the City will issue a final approval provided that all the conditions contained in correspondence 'Approval to install removable shade structure' have been complied with.

The applicant is to provide to the City within seven days of the removable shade structure installation:

1. A final Inspection **Certificate 21** supplied by a Building Services Authority Licensed Building or Private Certifier certifying that the structure has been constructed and installed in accordance with the building plans and the Building Code of Australia.

Office use only

Date received		Bond amount paid	
Received by		Receipt number	
Account number	74648 Item RSDINING		

Electrical installations – Running a power line to the structure for lights / fans etc.

Introduction:

Approval from the City, Energex and your landlord/property manager is required should you wish to run a power line to the structure.

Please complete the following should you wish to run a power line to the structure.

Power voltage *(please tick applicable)*

Low voltage

Low voltage means voltage greater than extra low voltage, but not more than 1000v AC RMS or 1500v ripple-free DC

Extra low voltage

Extra low voltage means voltage of 50v or less AC RMS, or 120v or less ripple-free DC

Required documentation

Energex approval – For low voltage power only (not required for extra low voltage power)

An approval in writing from Energex that they have no objection to the installation or operation of a low voltage (240v) electric line.

- The application (Form 1724) can be found on the Energex website under forms energex.com.au

Consent of landlord/property manager

Written consent (email) from the landlord/property manager that they have no objection to the installation and operation of a **Low Voltage** or **Extra Low Voltage Electric Line**.

Bond

A bond is required as security in the event the City becomes responsible for the removal of the electrical installations.

The bond amount will be determined by an authorised officer and you will be advised accordingly.

Bonds are payable by cash or cheque only and can be paid at any Customer service centre to account TF74648, Item RSDINING (Roadside dining security deposits).

The bond amount will be refunded to the payee:

- Should the owner remove the electrical installations to the satisfaction of the City; or
- Upon the sale of the business and the new owner has supplied the required bond.

Certificate of Test

The following is required to be submitted to the City to confirm that the electrical installation is safe:

- **Low Voltage:** 'Certificate of Test' from a Licensed Electrical Contractor certifying that the low voltage (240V) electrical equipment, including wiring, has been installed correctly.
- **Extra low voltage:** A written "Statement" from a Licensed Electrical Contractor certifying that the installation to the roadside dining area is an extra low voltage supply.