

# Application – Submission of Plans for an Accommodation Premises

Local Law No. 1 - Administration

You must complete all questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being an improperly made application.

Please:

- Complete all sections of the form and return to Council; and
- Provide any mandatory supporting information identified on the application form; and
- Submit the applicable fee

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## Processing of Plans – Major

(e.g. large accommodation business - caravan park, backpacker, hostel)

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## Processing of Plans – Minor

(e.g. small accommodation business)

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## Changes to Approved Plans

### 1. APPLICANT DETAILS

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

*Example – Jane Bloggs & Joe Bloggs, Joe Bloggs Pty Ltd, Jones Ltd, The Business Inc.*

#### Applicant (Entity) Name:

(Individual/Partnership/Corporation)

Is the Applicant a Not for Profit (Community, Sporting or Service) Organisation? ☐ Yes ☐ No

If Yes, Please attach a certificate of incorporation to this application

#### Applicant Postal Address:

Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc.) ☐ Yes ☐ No

#### Applicant Registered Office Street Address:

#### Applicant Phone Number:

#### Applicant Mobile:

#### Applicant Email Address:

#### Applicant Contact Name if not an Individual:

For Corporations, please provide the following information. For additional names, please attach.

#### Director Name:

#### Director Address:

#### Director Name:

#### Director Address:

For Committees of Incorporated Entities, please attach a list of all current committee members.

#### ACN / ABN:

(where applicable)

### OFFICE USE ONLY

☐ Are all sections of the application completed and signed? ☐ Are all the supporting documents attached (see page 2)?

Receipt Type: 782

Fee Paid:

Receipt No:

CSO:

## 2. ACCOMMODATION BUSINESS DETAILS

**Trading Name:** *Example – Green Lakes Camping Ground*

(Name of Accommodation Premises)

**Site Contact Name:**

**Premises Site Address:**

**Site Telephone:**

**Site Contact Mobile:**

**Site Email:**

## 3. ACCOMMODATION FACILITIES (as per Development Permit/Notice where applicable)

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Operation of camping grounds

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Operation of caravan parks

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Operation of shared facility accommodation (please circle below):

*Hostel*

*Backpacker*

*Boarding House*

*Other:*

**Is the proposed premises connected to Council's Town Water Supply?** Yes ☐ No ☐ (if No please complete below)

**Water Source:**

(please circle/state answer)

Bore Water / Rainwater Tank / Water Course / Other:

**NB: From October 2015 it became a MANDATORY requirement for all regulated accommodation businesses using a private water supply to implement a suitable Water Management Plan (WMP) prior to an approval for operation of an accommodation facility being issued.**

## 4. PROPERTY OWNER/AGENT CONSENT

**Contact Name:**

**Full Owner Name:**

**Telephone:**

**Mobile:**

**Email:**

**Signature of Owner or Agent:**

## 5. SITE PLAN (Please advise details where applicable)

Provide two (2) site plans at a scale of 1:200 with the following requirements:-

- A numbered legend
- Guest rooms – including how many persons are intended to be accommodated in each room
- Guest facilities – including bathrooms, toilets, dining rooms, kitchens, swimming pools & spas, BBQ area, games room, etc.
- Any other relevant information

## 6. CHECKLIST (Please tick when attached)

**Please ensure you submit the relevant documentation to support this application:**

**Applicant**

**Office Use**

Plans

☐☐

Pest Management Plan – including a copy of a recent report from a licenced pest controller

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Copy of Fire Safety Report and approved Evacuation Plan

☐☐

Water Management Plan

☐☐

Application fee

☐☐

Council Trade Waste Approval application

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Council plumbing inspection arranged

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**NB: To assist with the assessment of your application, you may also wish to attach other documentation that may be relevant.**

## 7. ADDITIONAL DETAILS (If required)

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## 8. DECLARATION

I \_\_\_\_\_ make application under *Local Law No. 1(Administration) 2020* for approval to conduct the prescribed activity outlined in this application form and declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application.

**Applicant Signature:**

**Date:**

### Douglas Shire Council – Privacy Collection Notice:

Douglas Shire Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which the council manages personal information is governed by *the Information Privacy Act 2009* (Qld). We are collecting your personal information in accordance with the *Local Government Act 2009* so that we can assess and finalise your application. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy.

## 9. PRESCRIBED FEE (Applicable from 1 July 2025 to 30 June 2026)

Processing of Plans - Major	\$483.00
Processing of Plans – Minor	\$319.00