

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

Processing of Plans – Major
 (e.g. large accommodation business - caravan park, backpacker, hostel)

Processing of Plans – Minor
 (e.g. small accommodation business)

Changes to Approved Plans

To: Chief Executive Officer, Douglas Shire Council

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. PROPERTY OWNER/AGENT CONSENT

Contact Name: _____

Full Owner Name: _____

Telephone: _____

Mobile: _____

Email: _____

Signature of Owner or Agent: _____

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

- Operation of camping grounds
- Operation of caravan parks
- 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. 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

5. CHECKLIST (Please tick when attached)

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

	Applicant	Office Use
Plans	<input type="checkbox"/>	<input type="checkbox"/>
Pest Management Plan – including a copy of a recent report from a licenced pest controller	<input type="checkbox"/>	<input type="checkbox"/>
Copy of Fire Safety Report and approved Evacuation Plan	<input type="checkbox"/>	<input type="checkbox"/>
Water Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Application fee	<input type="checkbox"/>	<input type="checkbox"/>
Council Trade Waste Approval application	<input type="checkbox"/>	<input type="checkbox"/>
Council plumbing inspection arranged	<input type="checkbox"/>	<input type="checkbox"/>

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

6. ADDITIONAL DETAILS (If required)

7. DECLARATION

Signing this form is a legal declaration that all the details provided are true and correct.

NB: If the applicant is a Corporation, the signing applicant must state his/her position and have delegated authority to sign on behalf of the Corporation. If the applicant is a partnership, both partners must sign the form.

Print Name/s:

Signature/s:

Douglas Shire Council – Information Privacy Statement

Your personal information has been collected for the purpose of processing your application - approval for operation of an accommodation premises. The collection of this information is authorised under Douglas Shire Council's Local Law No. 1 - Administration. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

FEES AND CHARGES 2020/21

Submission of Plans for an Accommodation Premises Application 2020/21

Applicable from 1 July 2020 to 30 June 2021

Processing of Plans - Major	\$431.00
Processing of Plans – Minor/Changes to Approved Plans	\$285.50