

# Application - Approval for Operation of 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 the form and return to Council; and
- provide any mandatory supporting information identified on the application form; and
- submit the applicable fee

☐ **New Licence – New Business** Please complete all sections of this form

☐ **Transfer of Approval – Change of Proprietor of Existing Business** Please complete all sections of this form. Ensure Section 5 is completed by the Current Approval holder. Please include the proposed changeover date of ownership

☐ **Amendment to Approval** Please complete sections 1, 6 & 8  
Applies to: Trading Name of Business, Premises Address, Director's/Coordinator's Name/s,  
Address of Registered Office/Applicant's Address

Types of Accommodation:

- ☐ **Operation of camping grounds**
- ☐ **Operation of caravan parks**
- ☐ **Operation of shared facility accommodation (please circle below):**

Hostel

Backpacker

Boarding House

Other: \_\_\_\_\_

## 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: 550

Fee Paid:

Receipt No:

CSO:

## 2. ACCOMMODATION BUSINESS DETAILS

**Trading Name:** *Example – Joe's Camping Retreat, Coral Bay Resort*  
(Name of Accommodation Premises)

**Site Contact Name:**

**Premises Site Address:**

**Site Telephone:**

**Site Contact Mobile:**

**Site Email:**

## 3. ACCOMMODATION FACILITIES

**Shared Facility: Number of shared Facility Rooms**  
(as per Development Permit/Notice where applicable)

**Campgrounds/ Caravan Parks: - Number of camp. Sites:**

**Shared Facility: Number of Maximum Persons Accommodated:**

**Campgrounds / Caravan Parks: - Total Number of Permanent Structures:**  
(e.g. cabins, safari tents, train carriages) :

**Number of Guest Swimming Pools / Spas:**  
(if applicable)

## 4. PRIVATE WATER SUPPLY (only applies to businesses not on a Council water supply)

**Private Water Supply?**  
(If Yes, please complete this section)

**Water Source:**  
(please circle/state answer)

Bore Water / Rainwater Tank / Water Course / Other:

**A Certificate of Analysis to show the water is safe at the premises is required prior to operating.**

Is a Certificate of Analysis attached with the application?

YES ☐ NO ☐

**A Water Management Plan (WMP) for the water supply at your business premises is required prior to operating.**

Is a WMP attached to this application? See <https://douglas.qld.gov.au/forms-permits/> under the Health section for an example.

YES ☐ NO ☐

**NB: From October 2015 it became a MANDATORY requirement for all food and accommodation businesses using a private water supply to implement a suitable WMP.**

## 5. TRANSFER OF ACCOMMODATION APPROVAL (only applies for sale of business)

**Current Trading Name:**

**Intended Date of Transfer:**

**Current Approval No:**

**Name of Current Approval Holder:**

**Signature of Current Approval Holder:**

**Date:**

**Name of Current Approval Holder 2:**

**Signature of Current Approval Holder 2:**

**Date:**

By signing the above, the current approval holder is confirming their intent to transfer the current approval to the applicant as stated on this form. .

**6. ACCOMMODATION APPROVAL AMENDMENT DETAILS**

Existing Licence No:

Complete all that apply:

New Premises Address:

Note: A change of premises may require an application for accommodation plan approval to be lodged first  
(Form EHA1 Application - Submission of Plans for an Accommodation Premises)

New Trading Name:

New Director's/Coordinator's Name/s and address/es:

New Address of Registered Office/Applicant's Address:

Note, if applicant is a Douglas Shire Council ratepayer this address change may have to go through the Rates Department using Form RT02

**7. ADDITIONAL DETAILS (If required)****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)**

Please contact Environmental Health on 07 4099 9444 to confirm which Approval Category applies

**365 day Pro Rata system for new annual Environmental Health Approvals & Licences**

(For applications mid-term, please call Council on 07 4099 9444 or ask at the customer service counter to find out your calculated pro rata fee amount)

Licence Category	Full Fee
Operation of Shared Facility Accommodation Approval	\$551.00
Camping Grounds/Caravan Parks Approval 1-49 sites	\$416.00
Camping Grounds/Caravan Parks Approval 50+ sites	\$624.00
Transfer of Approval (Accommodation Premises)	\$173.00
Bed & Breakfast / Farm Stay / Forest Stay	NO CHARGE

**DEBTOR ACCOUNT TERMS & CONDITIONS**

Renewals and associated fees and charges will be invoiced by Douglas Shire Council via a debtor account to the Applicant.

The Applicant shall settle all accounts in full no later than the due date shown on the invoices.

Where debtor accounts are overdue by 60 days or more, the debt may be referred to a credit reference agency and your permit/approval/license may be suspended or cancelled.

In the case that the Applicant shall be a company acting as a trustee for the trust, the Applicant hereby acknowledges that the trust shall be liable on the account, has sufficient assets to meet payment of the debtor account and is empowered to enter into the account agreement.