

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

Types of Accommodation:

Operation of camping grounds

Operation of caravan parks

Operation of shared facility accommodation (please circle below):

Hostel

Backpacker

Boarding House

Other: _____

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			
<input type="checkbox"/> Are all sections of the application completed and signed?		<input type="checkbox"/> 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:

Postal Address:

(if different to Applicant)

Site Telephone:

Site Contact Mobile:

Site Email:

3. ACCOMMODATION FACILITIES

Maximum number of persons accommodated:

(as per Development Permit/Notice where applicable)

Number of Permanent Structures (e.g. cabins, safari tents, train carriages) :

Number of Sites:

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. 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

Accommodation Approval Types	Full Fee: 1 Jul - 31 Dec	Pro-Rata Fee: (70%) 1 Jan – 31 Mar	Pro-Rata Fee: (35%) 1 Apr – 30 Jun
Operation of Shared Facility Accommodation Approval	\$330.00	\$231.00	\$115.50
<i>Plus per maximum persons accommodated</i>	\$4.00	\$2.80	\$1.40
Camping Grounds/Caravan Parks Approval	\$330.00	\$231.00	\$115.50
<i>Plus per site (as per approved plan)</i>	\$4.50	\$3.15	\$1.58
<i>Plus per Permanent Structure (e.g. cabins, safari tents, train carriages) (as per approved plan)</i>	\$15.00	\$10.50	\$5.25
Transfer of Approval (Accommodation Premises) (please contact Environmental Health for fee if occurring in June)	\$162.50	N/A	N/A
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.