

# Application - Approval for Operation of Public Swimming Pools

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 Approval** Please complete all sections.
- Transfer of Approval** Please complete all sections, and ensure Section 4 is also completed by the Current Approval holder. Please include the proposed changeover date of ownership.

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)

**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?	
Receipt Type: 784	Fee Paid:	Receipt No:	CSO:

**2. SWIMMING POOL BUSINESS DETAILS**

Trading Name:

Site Contact Name:

Site Address:

Postal Address:

(if different to Applicant)

Site Telephone:

Site Contact Mobile:

Site Email:

**3. SWIMMING POOL DETAILS**

Accommodation Type:

(e.g., Strata Titled Complex, Bed &amp; Breakfast, Hotel, etc.)

Filtration System:

Sanitisation System:

Construction Material:

Number of Swimming Pools/Spas:

**4. TRANSFER OF SWIMMING POOL APPROVAL (only applies for sale of business/change of title scheme)**

Name of Current Approval Holder:

Current Approval No:

Signature of Current Approval Holder:

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. If there is more than one current approval holder, please complete the Additional Details section.

**5. DECLARATION (please use Additional Details for further applicant signatures where applicable)**

*Signing this form is a legal declaration that all the details provided are true and correct and gives consent to the making enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matter relevant to this application.*

*NB: If the applicant is a Corporation or Body Corporate, the signing applicant must state his/her position and have delegated authority to sign on behalf of the Corporation/Body Corporate. 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 public swimming pools. 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.

**ADDITIONAL DETAILS (if required)****FEES AND CHARGES 2020/21**

Swimming Pool Approval Types	Full Fee: 1 Jul - 31 Dec	Pro-Rata Fee: 1 Jan – 31 Mar	Pro-Rata Fee: 1 Apr – 30 Jun
New pool approval application (includes one pool/spa)	\$261.00	\$182.70	\$91.35
Plus each additional pool (capped at \$598.00)	\$ 107.00/pool		
Transfer of Approval (please contact Environmental Health for fee if occurring in June)	\$ 162.50		

**Please note: no fee applicable if pool attached to an Accommodation Approval**

**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.