

# 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

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**New Approval**

Please complete all sections.

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**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

## SECTION 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

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Are all sections of the application completed and signed?

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Are all the supporting documents attached?

Receipt Type: 784

Fee Paid:

Receipt No:

CSO:

**SECTION 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:

**SECTION 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:

**SECTION 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.

**DECLARATION**

I \_\_\_\_\_ 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.

**ADDITIONAL DETAILS (if required)****PRESCRIBED FEES (Applicable from 1 July 2025 to 30 June 2026)**

<input type="checkbox"/>	Application/Transfer fee (includes one pool/spa)	\$173.00
<input type="checkbox"/>	Annual Approval Fee (includes 1 pool/spa)	\$173.00
<input type="checkbox"/>	Plus each additional pool (capped at 4 pools)	\$114.00

**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.