

# Southern Downs Regional Council



PO Box 26, WARWICK QLD 4370  
Email: [mail@southerndowns.qld.gov.au](mailto:mail@southerndowns.qld.gov.au)

64 Fitzroy Street  
WARWICK QLD 4370  
Telephone 4661 0300  
Facsimile 4661 0333

61 Marsh Street  
STANTHORPE QLD 4380  
Telephone 4681 5500  
Facsimile 4681 5540

## Local Laws Permit Application – Rental Accommodation/Caravan Parks/Camping Grounds

### Part A

If you have any specific enquiries regarding fees or how to complete this form, please contact Council's Planning and Environment Department.

Please complete this application in BLOCK LETTERS and tick boxes where applicable. Enter "N/A" if the question does not apply. Complete all sections unless otherwise stated.

### Application Type

- New or Amended Application (\$185.00 + Permit Type Fee below)
- Renewal of Existing Permit (Fee Below)       Transfer of Existing Permit (\$75.00)

### Permit Type

- Rental Accommodation Permit (SLL 1.11 & 1.19) \$60.00 per bedroom/unit (Maximum \$600.00)  
*(Motel/ Hotel/ B&B/ Backpackers Hostel/ Shared Facilities - please circle)*
- Caravan Park Permit (SLL 1.8)      \$300.00
- Camping Ground Permit (SLL 1.6)      \$300.00

### Applicant/s Details

*To be completed by the person/s applying to be the licensee and who will be legally responsible for the operation*

*Include real estate agent details as Contact Name if agent for rental accommodation*

Full Name(s) of Applicant:

Business Name:

Contact Name:

Postal Address:

Phone:

Fax:

Mobile Phone:

A/H Phone:

Email Address:

ACN or ABN (and ANZSIC code if applicable):

### Premise Details

*Business name must be registered with the Office of Fair Trading*

*Enter if different from contact details above*

Trading/Business Name:

Premise Street Address:

Phone:

Fax:

Mobile Phone:

A/H Phone:

Email Address (if different from above):

ABN (if applicable & different from above):

*Real property description (refer to Rates Notice)*

Real Property Description

*Enter postal address if different from street address*

Lot:

Plan:

Postal Address:

## Transfer of Existing Permit

*This section to be filled out by previous permit holder, the above section must be completed by the new permit holder*

*Complete if more than one permit holder*

Permit No. :

Full name(s) of person/s or corporation/s transferring licence:

Trading/Business Name (if applicable):

Company Name (if applicable):

Phone:

Fax:

Mobile Phone:

A/H Phone:

I, ....., give consent for this permit (the details of which are listed above) held in my/our name(s) to be transferred to the Applicant whose details are completed in the sections above.

Signature: .....

Date: .....

Signature: .....

Date: .....

## Amendments

*Complete only if application is for an amendment of an existing permit*

*Provide details of proposed amendment.*

## Privacy Notice

Southern Downs Regional Council is collecting the personal information you supply on this form for the purpose of assessing your application for a local law permit. The Council is authorised to do this under it's Local Laws. Your personal information may be disclosed to other local government agencies, state government and third parties for purposes related to this process. Except in these circumstances, your personal information will only be disclosed to third parties with your consent or in accordance with the Queensland Government's *Information Privacy Act 2009*.

## Signature of Applicant

*The person signing the form on behalf of a Corporation must occupy a position that is legally entitled to make an application on behalf of that Corporation.*

*Complete if more than one Applicant.*

I, ....., certify that the above information and the information on the attachments, to the best of my knowledge, is correct.

Signature: .....

Date: .....

I, ....., certify that the above information and the information on the attachments, to the best of my knowledge, is correct.

Signature: .....

Date: .....

## Office Use Only

Entered By:

Part B attached: Yes / No

Fees Paid:

Receipt No:

Date:

Application No:



Planning and Environment

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## Part B

## Additional Information Required for New Applications

Please provide the following information for the type of permit you are applying for. This should be provided as a written or typed document and attached to this application form. Please note this information is only required when making a **New Application**.

### Information Required for all Permit Types

*Please insert your approval number for each approval type required to be obtained*

- If the applicant for a permit is not the owner of the premises for which the application is made, written consent from the owner must be provided with this application.
- Current Approval Details

Approval Type	Approval No.	Approval Date.	Office Use Only
Building Approval			
Plumbing & Drainage Approval			
Development Approval			
Trade Waste Approval			
Other- <i>please specify</i>			

*Provide these details if you selected Motel, Hotel, B&B, Backpackers Hostel, or Shared Facilities in Part A.*

### Rental Accommodation Permit (Motel, Hotel, B&B, Backpackers Hostel, Shared Facility/Premises) (SLL 1.11 and 1.19, LL No. 6)

- Provide a plan of the proposed premises drawn to a scale of 1:100 and showing:
  - The location of the building on site including location of vehicle access and parking, areas for clothes drying and open recreation areas;
  - The internal layout of the building showing all rooms, showers and WC's, the proposed function of each room and in the case of the bedrooms and dormitories- the maximum number of beds proposed;
  - The facilities to be provided for the use of the residents, details of emergency exits and fire fighting appliances; and
  - All other details, specifications and information considered relevant to the application.
- Provide details of shared facilities, including:
  - Number of toilets;
  - Number of bathrooms and showers;
  - Laundry facilities;
  - Dining facilities; and
  - Cooking facilities.

*Provide these details if you selected Caravan Park or Camping Ground*

### **Caravan Park Permit (LL 1.8) and Camping Ground Permit (SLL 1.6)**

- Please provide a site plan of the caravan park/camping ground showing the following particulars:
  - (a) The boundaries of such land, including the division of the ground into caravan/camping sites;
  - (b) The location, number, designation and type of sanitary conveniences & laundry facilities to be provided;
  - (c) The proposed drainage plan (new developments);
  - (d) Details & number of each unit/caravan/tent site; and
  - (e) Details of water supply and waste disposal.
- Provide the name and address of the proposed resident manager of the caravan park/camping ground and the proposed resident manager's written agreement accepting the responsibilities of resident manager of the caravan park/camping ground.

**Office Use Only**

Part B Attached: Yes / No