

**HEALTH & REGULATORY SERVICES**

**Application for Approval –  
Accommodation with Shared Facilities**

*Bundaberg Regional Council Local Laws (Subordinate Local Law 1.11) 2011*

**This application is required for anyone operating shared rental accommodation for holiday makers or travellers. It does not include accommodation in a hotel or motel. Applications that are incomplete will not be accepted.**

**PART A Application Type**

- New Approval**  
 **Amendment/Transfer of Approval**

Existing approval number

**PART B Applicant Details**

**1 Applicant**

Individual's full name

Title

Surname/Family Name

First Name

Middle Name

  
  
  
  

**Or**

Organisation's full name

**2 Business/Trading Name**

**3 ABN (Australian Business Number)**

**4 Residential Address**

Shop No.

Street No.

Street Suburb

Postcode






**5 Postal address**

**6 Business details**

Business phone number

Business fax number

Business mobile No.




Email

**7 Preferred Contact Person's Detail**

Name

Business phone number

Business fax number

Business mobile No.

## PART C Premise Address

### 1 Premises Address Use official address of premises location

Unit No.	Street No.	Street	Suburb	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 2 Real Property Description

Lot	Plan	Lot	Plan
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## PART D Application Specific Details

### 8 Is a valid Development Permit for the activity in place?

- No → You need to determine the suitability of the site for your intended use. Penalties exist for unlawful uses under the State Planning Act.
- Yes → Reference Number
- Not Applicable → the proposed use is exempt or self-assessable development and does not require a Development Permit.

### 9 Is a valid Building Permit for the activity in place?

- Yes → Reference Number
- Not Applicable → Pre-existing use.

### 10 Is a valid Plumbing and Drainage Approval for the activity in place?

- Yes → Reference Number
- Not Applicable → the proposed use is exempt or self-assessable development and does not require a Development Permit.

### 11 Are there any other relevant Approvals necessary for the activity in place?

- No
- Yes → Type and reference number

### 12 Hours of Operation

Day	Time
Monday	
Wednesday	
Friday	
Sunday	

Day	Time
Tuesday	
Thursday	
Saturday	
Public Holidays	

**13 Details of Shared Facilities (where applicable)**

Facility	Number	Facility	Number
Units		Bathrooms (bath/shower)	
Rooms		Toilets	
Single bedrooms		Kitchens	
Double bedrooms		Laundries	
Dining Room			

Are kitchen facilities shared:  No  Yes

Are laundry facilities shared:  No  Yes

Number of washing machines		Number of dryers	
Number of sets of laundry tubs			

Source of water supply to accommodation

- Reticulated (Council supplied water supply)  
 Non-reticulated (tank/bore)  
 Other → Please provide details

**14 Accommodation Provided**

Room No.	Number of lodgers	Room No.	Number of lodgers
		<b>Total number of lodgers</b>	

## PART E Amendments to Existing Approval

### 15 Amendment(s) to current Approval *Give details of proposed amendments*

## PART F Checklist

### 16 Completion checklist *Required with this application*

	Applicant	Health
1. Completed and signed application form with prescribed fee	<input type="checkbox"/>	<input type="checkbox"/>
2. Two (2) sets of plans to scale <i>Maximum A1 but preferably A3 (Accommodation including proposed use of each room and maximum number of persons to be accommodated in each bedroom)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Attachment if answering "yes" to question 18 below	<input type="checkbox"/>	<input type="checkbox"/>
4. Other supporting information (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** It is your responsibility to ensure you obtain all relevant approvals. An Accommodation Approval does NOT constitute approval for other operations of your business.

## PART G Declaration & Signature

### 17 Owner's Consent

(To be completed where the applicant is NOT the owner of the property)

I/we, being the owners of the property described in this application, hereby consent to the abovementioned applicant making application for Approval to operate an Accommodation Facility on this property.

Owner One (1) Name

Signature and date

\_\_\_\_\_ / \_\_\_\_ / 20

Owner Two (2) Name

Signature and date

\_\_\_\_\_ / \_\_\_\_ / 20

### 18 Applicant suitability statement, declaration and signature

Have you ever had an Accommodation Approval refused, suspended or cancelled, or been found guilty of an offence against a Local Law or corresponding law in Queensland or other States and Territories?

- No
- Yes → Please provide details in an attachment

I/we understand that the information provided in and with this application, may be disclosed publicly under the Right to Information Act 2009 and Information Privacy Act 2009 as amended from time to time or if repealed then their substitutes.

I am aware that it is an offence to knowingly provide false or misleading information.

Applicant One (1) Name

Position

Signature and date

 / / 20

Applicant Two (2) Name

Position

Signature and date

 / / 20

## APPLICATION LODGEMENT:

Applications may be lodged as follows:

- By Email: [ceo@bundaberg.qld.gov.au](mailto:ceo@bundaberg.qld.gov.au) – scanned copy with signatures only  
 By Post: Mail to Bundaberg Regional Council, PO Box 3130, Bundaberg QLD 4670  
 By Fax: 07 4150 5410 – with signatures only  
 In person: At your local Customer Service Centre between 8:15 am and 4:45 pm Monday to Friday
- Bundaberg Administration Centre, 190 Bourbong Street, Bundaberg
  - Bargara Service Centre, 160 Hughes Road, Bargara
  - Childers Service Centre, 45 Churchill Street, Childers
  - Gin Gin Service Centre, 4 Dear Street, Gin Gin

BUNDABERG REGIONAL COUNCIL USE ONLY			
HEALTH & REGULATORY SERVICES			
Entered by H&R Admin			
Licence Number		Total Amount Payable	
Receipt Type	222	GL	10331.3201.1450
CUSTOMER SERVICE			
Receipt Number		Date Paid	

## Accommodation Approval Application Guidelines

*For all fields, if the space is insufficient, please provide the required information in a clearly marked attachment.*

### Application Type

As this form can be used for several different application types in relation to Accommodation Approvals, you must determine the purpose of your application. This also determines the fee payable for the application.

- Select **New Approval** where premises has not previously been approved for this purpose, or where a previous approval has lapsed.
- Select **Amendment to Approval** if you already hold an approval and intend on making significant alterations to the operation.
- Select **Transfer of Approval** if you are taking over a business.

### Prelodgement or Design Requirement Advice

If you have previously been in contact with Council in relation to this site and have obtained Prelodgement Advice or submitted plans for assessment (Design Requirements Advice), list the reference number you were provided with.

### Premises address

You must use the official address of the location where the activity will be carried out, and include any unit number if applicable. The official address is listed on the rate account. If you are unsure of the official (rateable) address, please confirm by contacting the landowner or alternatively contact Council on 1300 883 699. This address **cannot** be a post office box.

### RPD

This is the Real Property Description, i.e. *the lot and plan*, of the parcel of land. Give all applicable lots, e.g. *Lots 1 – 3 on Plan RP1234* or *Lot 1 on RP1234 and Lot 3 on SL43121*. The RPD is listed on the rate account, if you are unsure please confirm by contacting the landowner or alternatively contact Council on 1300 883 699.

### Development Approval

If your proposal involves a change of the use of the site or construction or alteration of buildings, you may require a Development Permit or other approvals.

**You are responsible** for investigating if your proposal requires any other approvals. To determine if you need a Development Permit please phone Council on 1300 883 699. You must either have a Development Permit, or know that you do not need to obtain a Development Permit for your activity. If you answer NO or you do not know the answer to this question, **DO NOT LODGE THE APPLICATION AT THIS TIME**. You must first determine the suitability of the site for your proposed use.

### Applicant

The primary applicant must be the person who will hold the Approval and be legally responsible for the operation.

- Where the applicant is an individual, provide the full name, eg. *Mr John Peter Smith*
- Where the applicant is a partnership of individual, provide full name of all individuals eg. *Mr John Peter Smith, Mr David Geoffrey Smith and Miss Mary Jane Smith*.
- Where the applicant is a corporation, provide the full name of the corporation as registered, eg. *Queensland Best Pty Ltd* or *My Company Ltd*. Note that a business name is not a legal entity and **cannot** be a licensee.

### Registered address

This is the address of the registered office where you can receive legal documents. This may be the same address as the location of the activity. A post office box **cannot** be a registered office.

### Contact person

You may wish to nominate a contact person for the application, eg. *Your manager*. An organisation **must** nominate a contact person.

### **Contact details**

Give contact details where you can be reached on a daily basis during business hours.

### **Amendment to Approval**

This section is only applicable if you are requesting an amendment to your current licence. You need to clearly indicate the proposed amendment. Please attach supporting documentation, such as plans or technical reports.

### **Completion checklist**

The checklist is used both by the applicant to make sure that the application is complete and by Council officers to quickly assess if all vital elements of the application have been included. Please note that where you are required to attach additional information and plans, these need to conform to the requirements as listed in this guideline. If your application is not complete it will not be accessed and will be returned to you together with any payment.

### **Applicant suitability, declaration and signature**

If you are supplying commercial sensitive or confidential information please ensure you mark such information clearly. If the application is made by an organisation, the person signing the form must occupy a position that is legally entitled to make an application on behalf of the organisation.

### **Notes in relation to Plan Requirements**

Plans are required for any new premises where the activity has not been previously approved or where any significant alterations are proposed. Plans are not required for a request for inspection report or an amendment of approval not involving structural alterations.