



Shared Facility Accommodation

From 14 November 2011, Western Downs Regional Council is working under a new set of local laws to replace the local laws of the former Council areas and provide consistency across Western Downs. These local laws refer to *operation of shared facility accommodation* being a prescribed activity, and therefore requiring a permit.

What is a shared accommodation facility?

Local Law No. 1 (Administration) 2011 defines operation of a shared facility accommodation as the provision of shared facility accommodation to holiday makers or travellers, but does not include accommodation in a hotel or motel.

Shared facility accommodation means accommodation occupied or available for occupation by residents, in return for payment, on the basis of residents sharing 1 or more of the following facilities—

- (a) dormitories or bedrooms;
- (b) toilets;
- (c) bathrooms, showers or other bathing facilities;
- (d) laundries;
- (e) dining facilities;
- (f) cooking facilities;
- (g) recreation facilities.

I want to operate shared facility accommodation, what do I need to do?

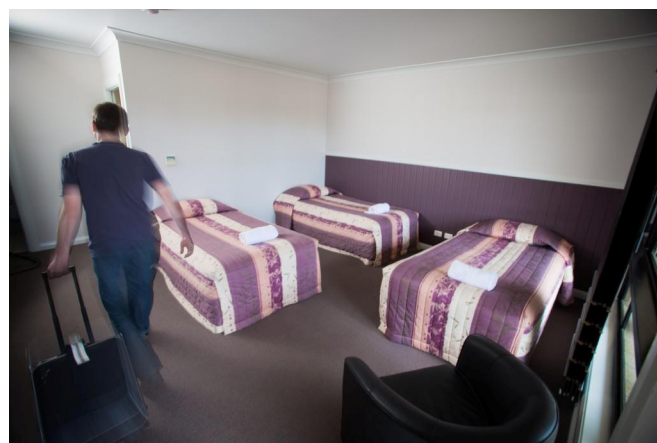
In order to install operate shared facility accommodation you are required to obtain approval from Council. This approval can be obtained by completing an *Application for Approval to Operate Shared Facility Accommodation*, and submitting to Council with the relevant attachments and fees indicated in the application. This form can be found on Council's website, or by visiting your local Customer Service Centre.

How long is an approval valid for?

Approvals for shared facility accommodation are annual approvals, with all approvals expiring on 30 September each year. Renewal notices will be provided at least one (1) month prior to the expiring of an approval. Provided all conditions of approval are still complied with, approval will be granted for a further year following return of completed renewal form and fees.

How long does it take to get approval?

Applications for approval are to be submitted a month prior to the required installation date. The assessment generally takes about two weeks, however this time cannot be guaranteed.



If I obtain an approval for operation of shared facility accommodation, are there any other approvals required?

In addition to holding this approval, there may be a number of other approvals required from Council or other government agencies. One of the main approvals which may be required if you intend to provide food at the camping ground is a *Food Business Licence*. This licence can be obtained from Council's Environment and Health Section by completing the required application form with supporting information and fees. Furthermore, development approval may also be required. It is recommended that contact be made with this section on 1300 COUNCIL to discuss your requirements, at least one month prior to the commencement of operations.

Additional permits may also be required through Council for advertising devices associated with the activity, or from state government for liquor licensing.

For further information,
contact Council:

Customer Service

1300 COUNCIL
www.wdrc.qld.gov.au

