

# Richmond Shire Council

50 Goldring Street, Richmond  
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Richmond QLD 4822



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Website [www.richmond.qld.gov.au](http://www.richmond.qld.gov.au)

Local Government  
Act 1993

Local Law  
(Rental  
Accommodation)

## Accommodation

### Application for Registration of Accommodation

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

**NOTE:** If use involves a change in use and/or alterations to the building, then building approval is required.

### Application is for

Accommodation Registration Fee \_\_\_\_\_

### Applicant/s details

Title Mr  Mrs  Ms  Miss  Other (specify)

Family name

Given names

Position

I declare the information provided in this application to be true and correct.

Signature

Date

/  /

Title Mr  Mrs  Ms  Miss  Other (specify)

Family name

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I declare the information provided in this application to be true and correct.

Signature

Date

/  /

Select as applicable.

### Contact details

Business  Private

Contact person

Postal address

Locality / Suburb

State

Postcode

Contact ph.

Mobile

Contact fax

Email \_\_\_\_\_



## Lodgement

Please attach the following:

1. A plan of the accommodation including the proposed use of each room and the maximum number of persons to be accommodated in each bedroom.
2. A copy of your current certificate of compliance issued under the *Fire and Rescue Service Act 1990*.
3. A copy of the evacuation plan.
4. A copy of the additional owner/s consent (if applicable). This consent must state the applicant/s name, the premises to which the application refers, provide details regarding the owner/s consent to the application and be signed by the owner/s.

**Please note: This application and fee MUST be lodged with your Council.**

## Office use only

Application fee		Reg. no.	
Receipt code		ID no.	
Authorised officer		Inspection date	
Recommendation			
			Rec. no.
Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Account property no.	