

Application Form

OPERATION OF BUDGET ACCOMMODATION

Application for: **New application**
Complete all sections

Transfer/Amendment
Complete Sections 1, 2, 3 and 4 only

Section 1 – Applicant’s details *(Please print)*

Applicant Name *(Person/s or Company)*:

Contact name:

ABN:

Telephone:

Mobile:

Facsimile:

Email:

Postal Address:

Position *(if a Company)*:

Section 2 – Property details *(Please print)*

Address of Premises:

Postcode:

Lot number:

RP number:

Parish:

Name of landlord / manager *(if other than applicant)*:

Section 3 – Approval details *(Please print)*

Approval Number *(if applicable)*:

Type of premises: Motel Boarding House Backpackers Other _____

Section 4 – Declaration

I, _____, declare that the information I have provided in this application is true and correct and 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.

Signature of Applicant/s:

Date: / /

Lodgement: This application must be accompanied by the fee fixed by the Fraser Coast Regional Council current Fees & Charges Schedule. Please forward your application to the address on the bottom of this form.

Privacy Notice: In using this form you are providing personal information such as name and contact details. This information will be used for the purpose of processing your application as required under *Local Law No. 1 (Administration) 2011*. Your personal information will be accessed by persons who have been authorised to do so. Your personal information is handled in accordance with the *Information Privacy Act 2009*.

Section 5 - Fee Schedule

New application
 Application for Transfer of Approval

**Please see current Fees & Charges Schedule
for relevant fees**

OFFICE USE	Fee Paid	Date	Receipt Number	Application Number
CSO:	\$			

Section 6 – Details of shared facilities *(Please print)*

Facilities	Number	Facilities	Number		
Units (if applicable)		Bathrooms *	M	F	U
Rooms (if applicable)		Toilets *	M	F	U
Single bedrooms		Kitchens			
Double bedrooms		Dining rooms			
Bunk bedrooms		Laundries			

* Please specify the number of male, female and unisex bathrooms and toilets provided.

Are kitchen facilities shared? Yes No

If laundry facilities are shared:

Number of washing machines		Number of clothes dryers	
Number of sets of laundry tubs		Total number of persons accommodated	

Source of water supply to accommodation: Town/Reticulated Tank Other

Section 7 - Attachments <i>(Please tick)</i>		Attached
Please provide:		
1. A site plan of the allotment upon which the rental accommodation premises is located.		<input type="checkbox"/> Y <input type="checkbox"/> N
2. Where applicable, the most recent building work carried out in respect of the premises for which approval was obtained under the <i>Building Act 1975</i> .		<input type="checkbox"/> Y <input type="checkbox"/> N
3. A recent Certificate of Classification issued under the <i>Building Act 1975</i> .		<input type="checkbox"/> Y <input type="checkbox"/> N
4. A statement that, to the best of the applicant's knowledge after having undertaken reasonable inquiries and investigations, the premises is structurally sound and in a state of good repair.		<input type="checkbox"/> Y <input type="checkbox"/> N
5. Details of when the premises were last treated for vermin and insect pests.		<input type="checkbox"/> Y <input type="checkbox"/> N
6. A plan of the premises.		<input type="checkbox"/> Y <input type="checkbox"/> N
7. If the applicant is not the owner of the premises for which the approval is sought, the written consent of the owner in respect of the application.		<input type="checkbox"/> Y <input type="checkbox"/> N
8. Other supporting information, if applicable <i>(please specify)</i> : _____		<input type="checkbox"/> Y <input type="checkbox"/> N
9. A statement as to the number of sleeping rooms in the premises, information to identify which rooms are the sleeping rooms and the number of beds in each sleeping room.		<input type="checkbox"/> Y <input type="checkbox"/> N
10. Provide written certification that the number of beds per room and/or the number of occupants per room satisfies any relevant fire safety, building or other applicable approval/certification requirements.		<input type="checkbox"/> Y <input type="checkbox"/> N

Conditions of approval
Operation of Budget Accommodation
Schedule 15 of Subordinate Local Law No.1 (Administration) 2011

1. The conditions that will ordinarily be imposed on an approval are that the approval holder must—

- a. ensure that the walls of each sleeping room in the premises are constructed in order to ensure privacy for the occupants of a room; and
- b. ensure that every common use room in the premises is situated so that any occupant can obtain access to it without passing through any sleeping room or other room which is not a common use room; and
- c. if a sleeping room is or becomes affected by dampness so as to interfere with the comfort or the health of a person accommodated in the room—ensure that the room is not further used as a sleeping room until the floor or ground surface has been damp-proofed in accordance with the written directions of an authorised person; and
- d. ensure, where bedding is provided, that—
 - i. the bedding is kept in a clean and sanitary condition free of vermin; and
 - ii. if bed linen is provided—the bed linen is changed and replaced with clean bed linen whenever there is a change of occupation; and
- e. ensure that the premises are either—
 - i. connected to the local government's reticulated water supply system; or
 - ii. provided with an adequate water supply which complies with all relevant legislation relating to the minimum standards for drinking water; and
- f. ensure an adequate and continuous supply of potable hot and cold water reticulated to all showers, baths, hand basins and kitchen sinks; and
- g. configure premises so that every person accommodated has convenient access to at least one bath or shower and at least one water closet and hand basin without having to pass through any sleeping room or any other room which is not a common use room; and
- h. provide as a minimum a water closet and shower or bathing facilities per ten persons accommodated; and
- i. maintain the premises at all times in a clean and sanitary condition; and
- j. maintain the premises in a reasonable state of repair; and
- k. treat the premises for the control of vermin and insect pests on a yearly basis, or more often if required to do so by an authorised person; and
- l. comply with a written request given by an authorised person to do the following—
 - i. obtain from a regulatory electricity supplier an inspection report in that entity's usual form in relation to the safety of electrical wiring and other electrical fittings in the premises; and
 - ii. give a copy of that report to the local government; and
 - iii. repair or remedy any defects specified in that report within—
 - (a) 30 days after the date of the report; or
 - (b) a longer period which may be specified by written notice given to the operator by an authorised officer; and
- m. have a food business licence if the handling, preparation and sale of food is to be undertaken at the premises.

Note: 'common use room' means any room which residents at any premises may need to access as part of ordinary shared living in the accommodation including, without limitation, a bathroom, washroom, sanitary convenience, kitchen, lounge room, TV room and laundry.

2. Term of approval

The term of an approval commences on the date the approval is granted and expires on the next 30th day of June, unless otherwise specified in the approval.

3. Term of renewal of approval

The term of a renewal of the approval shall be the term stated in the renewal.