

## Shared Facilities Accommodation Permit Application

**Local Law No. 1 (Administration) 2011 & Subordinate Local Law 1.11**

**(Operation of Shared Facility Accommodation) 2011**

*Please use blue or black pen and complete all details in full.*

*\* indicates a mandatory field / section*

### Applicant Details

**Note: The Applicant must be a Company or Proprietor. A Business Name cannot hold a Permit.**

Company Name ABN

Company Director Name(s)

\* Registered Address

\* Suburb State Postcode

Contact Name for company

OR (Not both)

\* Title \* Surname \* Given Names

Title Surname Given Names

Home Phone Work Phone \* Mobile

Fax \* Email Address

### Definitions

**Shared Facility Accommodation** (LL1 Schedule 1) 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:

- Dormitories or bedrooms;
- Toilets;
- Bathrooms, showers or other bathing facilities.

**Operation of Shared Facilities Accommodation** (LL1 Schedule 2, Part 2) means the provision of shared facility accommodation to holiday makers or travelers, but does not include accommodation in a hotel or motel.

### Shared Facility Accommodation Details

**Note: Property description can be found on the Rates notice for the property.**

\* Business Trading Name ABN

\* Address of Premises

\* Suburb State Postcode

Property description (Lot & RP)

\* Postal Address

\* Suburb State Postcode

Home Phone Work Phone \* Mobile

Fax \* Email Address

Preferred Method of Contact Phone Email Post

**\* Type of Premises**

*Please tick where applicable.*

Hostel (eg. backpackers accommodation)	Bed and Breakfast
Farm-stay	Other premises (please specify)

**\* Details of Shared Facilities**

*Subordinate Local Law No. 1.11 (Operation of Shared Facility Accommodation) 2011 Schedule 1, s3 requires documents and materials that must accompany an application for approval of Shared Facility Accommodation, such as:*

**Total persons accommodated**

<b>Are bedrooms shared?</b>	Yes	No	<b>Number of bedrooms</b>	<b>Number of units (if applicable)</b>
<b>Are living/dining areas shared?</b>	Yes	No	<b>Number of living areas</b>	<b>Number of dining areas</b>
<b>Are kitchen facilities shared?</b>	Yes	No	<b>Number of kitchens</b>	
<b>Are bathroom facilities shared?</b>	Yes	No	<b>Number of baths</b>	<b>Number of showers</b>
<b>Are toilet facilities shared?</b>	Yes	No	<b>Number of toilets</b>	<b>Number of basins</b>
<b>Are laundry facilities shared?</b>	Yes	No	<b>Number of washing machines</b>	<b>Number of laundry tubs</b>
			<b>Number of clothes dryers</b>	<b>Length of clothes line</b> m

Information to be provided with the Application - LL1.s8(2) states the application must be accompanied by:

- Documents and materials required under subordinate local law for this paragraph;
- Proof that the applicant currently holds any separate approval relating to the prescribed activity that is required under another law; and
- The prescribed fee.

LL1.s9 Local Government's discretion in granting approvals - Council can only grant an approval if section 9 is satisfied, including, but not limited to:

- s9(1)(a) If the prescribed activity requires an approval under an Act, a law of the Commonwealth, or the local government's planning scheme – the separate approval has been granted;
- s9(1)(b) The proposed operation and management of the prescribed activity is adequate to protect public health, safety and amenity and prevent environmental harm; and
- s9(1)(d) The proposed operation and management of the prescribed activity would be consistent with any additional criteria prescribed for the activity under the subordinate local law for this paragraph.

## Information to be Provided

*Please tick where applicable.*

	Section	Applicant- Information Attached
Provide proof that the applicant holds any separate approval relating to the prescribed activity that is required under another law, including:		
Development Approval (ie. planning) pursuant to the <i>Sustainable Planning Act 2009</i> .	LL1s8(2)	
Building Approval – a Certificate of Classification is required prior to allowing a person to occupy a building in accordance with the <i>Building Act 1975</i> , and the <i>Building Regulation 2006</i> . For further advice, contact Council’s Building section or a Private Building Certifier.	LL1s8(2)	
Building Approval for a swimming pool and fencing pursuant to the <i>Building Act 1975</i> if there is an existing or proposed swimming pool on-site.	LL1s8(2)	
Plumbing & Drainage, pursuant to the <i>Plumbing &amp; Drainage Act 2002</i> . Where compliance assessable plumbing or drainage works have been carried out, a ‘Plumbing Compliance Certificate’ is required from Lockyer Valley Regional Council. Where notifiable plumbing or drainage works have been carried out a ‘Form 4 – Notifiable Work’ is to be submitted to the Plumbing Industry Council by the responsible plumber/drainier.	LL1s8(2)	
Trade Waste – if you intend to, or already discharge trade waste to sewer system, contact Queensland Urban Utilities.	LL1s8(2)	
A current certificate of compliance issued under the <i>Fire and Emergency Services Act 1990</i> (if applicable).	LL1s8(2) & SLL1.11 Sch1 s4(1)(a)	
If you have a waste water treatment plant that requires an approval from the Department of Environment & Heritage Protection.	LL1s8(2)	
Liquor Licensing – if you intend to serve alcohol on the premises, it requires approval from Queensland Government Liquor Licensing Division.	LL1s8(2)	
Food Licence pursuant to the <i>Food Act 2006</i> . - if a food licence is required.	LL1s8(2)	
Other – please specify:	LL1s8(2)	
A plan of the proposed shared facilities drawn to scale (recommended scale 1:100) showing the following details:	SLL1.11 Sch1 s3(1)	
A site plan;	SLL1.11 Sch1 s3(1)(a)	
A floor plan;	SLL1.11 Sch1 s3(2)(b)	
The location and area of each access way;	SLL1.11 Sch1 s3(1)(c)	

## Information to be Provided

*Please tick where applicable.*

	Section	Applicant- Information Attached
Particulars of the proposed use of each room and the maximum number of persons to be accommodated in each bedroom;	SLL1.11 Sch1 s3(1)(3)	
Particulars of: <ul style="list-style-type: none"> <li>all lighting and ventilation;</li> <li>all sanitary facilities;</li> <li>all fire safety installations;</li> <li>shared facilities;</li> <li>all water supply facilities; and</li> <li>all on-site sewerage facilities.</li> </ul>	SLL1.11 Sch1 s3(1)(e)	
If you are not the owner of the property, provide written consent of the owner (see Page 6).	SLL1.11 Sch1 s3(2)	
A current certificate of testing and compliance issued under the <i>Electrical Safety Act 2012</i> .	SLL1.11 Sch1 s3(3)	

## Additional Criteria for Granting of an Approval

*Please tick where applicable.*

	Section	Applicant- Information Attached
If the operation of the shared facility accommodation at the premises is not conducted lawfully, provide details.	SLL1.11 Sch1 s4(1)(a)	
Does the operation of the caravan park cause significant risk to health or safety?	SLL1.11 Sch1 s4(1)(b)	
Are the premises and all fixtures and fittings: <ul style="list-style-type: none"> <li>in good working order and condition;</li> <li>in a good state of repair;</li> <li>in a clean and sanitary condition; and</li> <li>free of pests.</li> </ul>	SLL1.11 Sch1 s(4)(2)	
Are all bedrooms accessible without passing through any other bedrooms or room used for the private occupation of another person, except when folding beds are used for sleeping on a temporary or short term basis (1 or 2 nights)?	SLL1.11 Sch1 s4(3)(a)	
Do all bedrooms ensure the privacy of the occupants of the room?	SLL1.11 Sch1 s4(3)(b)	

## Additional Information

	Section	Applicant- Information Attached
Council can only grant an approval if section 9 is satisfied, including, but not limited to:		
Is the proposed operation and management of the prescribed activity adequate to protect public health, safety and amenity and prevent environmental harm? If No, attach details.	LL1s9(b)	

**\* Potable Water**  
*Please tick where applicable.*

	Section	Applicant- Information Attached
What is the source of water?		
Reticulated water supply (ie. provided by Queensland Urban Utilities)		
Bore or Spring		
Rainwater tank (sourced from rainwater only)	LL1.s8(3)	
Other (please attach further information).		
Is potable water provided to all water points on site in accordance with Australian Drinking Water Guidelines?	LL1.s8(3)	
Provide details of the water supply system including:		
• The source of water of each of the water outlet points;		
• Reticulation and draining facilities, including on-site drinking water treatment; and	LL1.s8(3)	
• All of the water outlet points.		
Non-reticulated water will require evidence that the water is potable in accordance with the Australian Drinking Water Guidelines. Water testing is required to be undertaken with a Certificate of Water Analysis from a NATA accredited lab for:		
• Microbiological; and	LL1.s8(3)	
• Standard Water Analysis (chemical parameters) for bore water if applicable.		
The Certificate of Water Analysis from a NATA accredited laboratory will be required prior to any approval being given.		
If there are any water outlet points that are unsuitable for drinking, provide details of water outlets that are unsuitable for drinking and details of signage.	LL1.s8(3)	

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**Amendments**

*Complete only if applying for a Permit amendment. Please provide details of proposed amendments and attach extra pages if required.*

## Design Approval

**SLL1.11 Sch1, s3 requires that an application for approval of operation of shared facility accommodation must be accompanied by the following information:**

Floor plan 1:50 scale

Site plan 1:100 scale

Details required to accompany application (see above)

Proof of relevant approvals

Plans must be approved prior to operation of business.

Applications must be submitted with all relevant information as per the local laws and application fees.

Permit must be approved prior to operation of business.

It is recommended that a **'Pre-Lodgement Meeting'** is arranged prior to or simultaneously with the lodgement of the application, plans and fees. Please contact an Environmental Health Officer on 1300 005 872 to arrange.

## \* Owner/s Consent

**SLL1.11 Sch1 s3(2) If there are additional owners please attach details on an extra page.**

Name(s)

Street Address

Locality / Suburb

State

Postcode

Contact Phone

Mobile

Contact Fax

Email Address

I/We

*(Individual or Corporation)*

being the owner of the property described in this application hereby consent to the afore mentioned applicant making application for a permit to operate the prescribed activity on this property.

Signature

Signature

Position

Position

*(ie. Director if applicable)*

*(ie. Director if applicable)*

Date

Date

Please tick here if you are interested in participating in the Mosquito monitoring program on an annual basis

**\* Signature of Applicant/s**

I/We

certify that the information supplied is correct to the best of my knowledge, or that I could reasonably obtain.

**Signature**

**Signature**

*(Individual or Corporation)*

*(Individual or Corporation)*

**Position**

**Date**

**Position**

**Date**

The term of the permit will be until 30 September unless otherwise specified by applicant or Council (or unless cancelled or suspended).

Should approval be given to this application, such approval will not extend to approving any other statutory or Local Government requirements relating to this premises.

**Application Type**

*Please tick where applicable.*

***New permit applications require a Permit fee and Design Approval fee with submitted plans lodged prior to construction and operation. Refer to Council's website for the current Fees and Charges.***

**Permit Application**

New Permit for Shared Facility Accommodation 1-15 bedrooms

New Permit for Shared Facility Accommodation 16-50 bedrooms

New Permit for Shared Facility Accommodation 51 & over bedrooms

**Design Approval – New or Alterations**

Design assessment of new premises or alterations to existing premises with shared facilities including shared bedroom/dormitory, bathroom, showers & toilets

**Change of ownership of existing Permit**

Transfer of current permit to new operator, retaining the same expiry date (Note: Nil design approval fee – if no alterations to premises)

Pro-rata permit fee will apply for applications made within 3 months (1 July) and 6 months (1 April) from 30 September (25% - 50% discount respectively).

Registered charitable organisations, churches, non-profit organisations may receive a 50% discount from the prescribed fees upon production of appropriate verification.

**Privacy Statement**

*These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by law, Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.*

**Office Use Only**

**Date Paid**

**Receipt Number**

**Receipt to**

10-6414-1001-41506

**Return to**

Environmental Health