

Bed and Breakfast Licence Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

Section 1 – Application Type (Please refer to Council's current Fees & Charges for applicable fees)

Application Type ☐ New Licence Application
(Once only fee - not refundable)

Section 2 – Applicant Details

Applicant Name

Business Name

Postal Address

Contact Phone

B

H

M

Email Address

Section 3 – Site Location of Business

Property Address

Property Description Lot

Plan

Contact Person

Ph.

Section 4 – Property Owner Consent (if not the applicant)

Owner Name

Postal Address

Contact Phone

B

H

M

Email Address

I/We, being the owner/s of the property described in this application, hereby consent the abovementioned applicant making an application for a Bed and Breakfast Accommodation Licence on my premises.

Property Owner/s' Signature		Date	
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Section 5 – Accommodation Premises Details

Total No. Rooms		Total No. Occupants	
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Amenities – Does each room contain:

Toilet	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Shower with hot and cold water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Kitchenette	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Parking Space for Each Occupant	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 6 – Site Map & Floor Plan

Section 7 – Applicant Declaration

I, the applicant of this application for Bed and Breakfast Accommodation Licence, declare that all information provided on this application is true and correct.

Signature		Date	
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Section 8 – Privacy Statement

Privacy Statement Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Section 9 – How to Pay

In Person	Payment can be made at Council’s Customer Service Centres in Proserpine, Cannonvale, Bowen & Collinsville by cash, cheque, money order or credit card. EFTPOS facilities are available. Please note, Council only accepts Mastercard and Visa cards, a surcharge pf 0.5% will be incurred per transaction.
By Mail	Mail the entire notice together with your Cheque or Money Order, payable to: Whitsunday Regional Council PO Box 104 Proserpine QLD 4800

Section 10 – Submission

Via Email	Click the ‘Submit Form’ button to generate an email through your default email application to Council or alternatively save your form and manually email it as an attachment to info@wrc.qld.gov.au .
In Person	Your form can be delivered to one of Council’s Customer Service Centre’s in Proserpine, Cannonvale, Bowen or Collinsville.
By Mail	Mail the form to Whitsunday Regional Council, PO Box 104, Proserpine QLD 4800.