

## Short Term Accommodation 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

Property Manager

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 above mentioned applicant making an application for a Stort-term Accommodation Licence on my premises.

Property Owner/s' Signature		Date	
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Section 5 – Contact Person Details (if not the applicant)

Contact Name			
Residential Address			
Contact Phone	B	H	M
Email Address			

I/We, hereby consent to be the contact person for the operation of the premises as Short-term accommodation.

Contact Persons' Signature		Date	
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Section 6 – Site Map

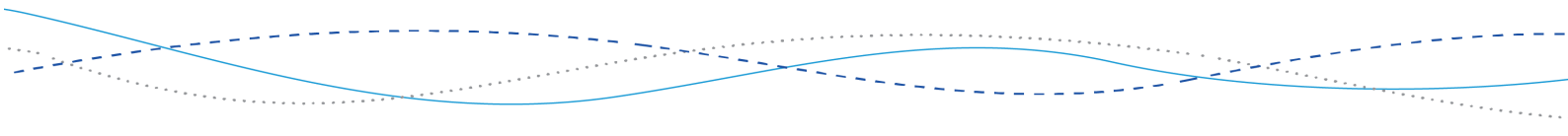
Note: Site plan and floor plan to be provided with application.

Plans of the premises requirements:	
<div><div>i.</div><div>a site plan, including details of the main building, any outdoor areas or structures including decks, swimming pool or spa, outdoor lighting, driveway, car parks, waste bin storage area, domestic sewerage treatment plant and dispersal area (where relevant) and the location of each window and door opening of any adjoining residence; and</div></div> <div><div>ii.</div><div>a floor plan of the building, including a description of each room and the maximum number of persons to be accommodated in each bedroom.</div></div>	

Section 7 – Accommodation Premises Details

Note: A copy of each certificate/approval must be provided with the application

Maximum number of occupants at one time	
Building Certificate of Occupancy #	
Planning Approval #	
Pool Safety Certificate #	
Current Electrical Certificate #	



## Section 8 – Statutory Declaration

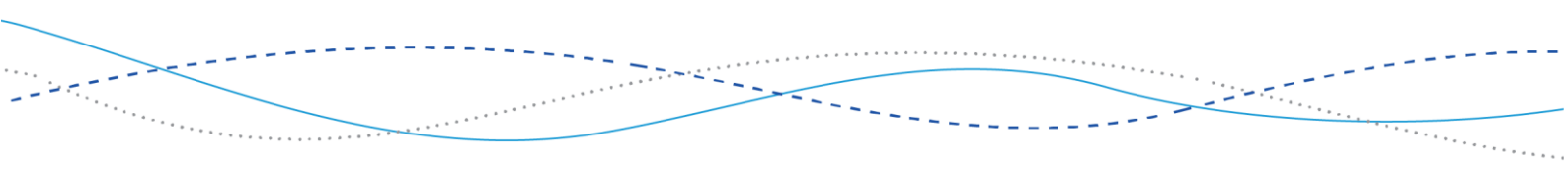
NOTE: A copy of a Statutory Declaration outlining the below must be provided with the application

### Statutory Declaration requirements:

- i. about the maximum number of guests to be accommodated on the premises and the configuration of the rooms the guests are to be accommodated in; and
- ii. that the premises will not be operated or used as a Party House;
- iii. 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; and
- iv. about when the premises were last treated for vermin, insects and pests; and
- v. that the premises are connected to power, town water and sewerage or certification from a licensed installer that the on-site sewerage system can serve the maximum number of persons that can be accommodated at any one time;
- vi. that the use of the premises for the operation of short-term accommodation is authorised –
  - A. by a development approval granted by the local government; or
  - B. as accepted development or accepted development subject to requirements under the local government's planning scheme; or
  - C. by existing lawful use rights in the existence prior to the use of the premises for short-term accommodation becoming assessable development under the local government's planning scheme; and
- vii. the use of the premises for the operation of short-term accommodation complies with –
  - A. any development approval conditions that apply to the use of the premises for short-term accommodation; or
  - B. if no development approval conditions apply to the use of the premises for short-term accommodation – the planning scheme which applied at the time the use of the premises for short-term accommodation commenced or otherwise in accordance with existing lawful use rights;
- viii. of the details for the contact person for the purposes of the operation of short-term accommodation at the premises, including the contact person's name and telephone number.  
The contact person:
  - A. may be an individual, letting agency, property manager, security firm or the like;
  - B. must be available 24 hours a day, 7 days a week to supervise and manage the premises, including addressing complaints about the use of the premises for short-term accommodation and any guest queries; and
  - C. must reside, or have a place of business, within a driving distance of no more than 30 minutes from the premises.

## Section 9 – Code of Conduct

A copy of your Code of Conduct is required to be submitted and approved as a part of this application. Please refer to the Short-term Accommodation Guide for further information regarding Code of Conduct requirements.



## Section 10 – Applicant Declaration

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

Signature

Date

## Section 11 – 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 12 – 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 of 0.5% will be incurred per transaction.
By Mail	Mail the entire application together with your Cheque or Money Order, payable to: <b>Whitsunday Regional Council</b> <b>PO Box 104</b> <b>Proserpine QLD 4800</b>

## Section 13 – 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 <a href="mailto:info@wrc.qld.gov.au">info@wrc.qld.gov.au</a> .
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.

## APPLICATION PROCESS

An application can be submitted in person at one of our four (4) Customer Service Centres, via regular post to PO Box 104, Proserpine QLD 4800 or email to [info@wrc.qld.gov.au](mailto:info@wrc.qld.gov.au). Once an application has been received, it will be processed and an Invoice issued outlining the associated fee. After payment has been received, the application will be tasked to an Officer for assessment. Should they require further information they will be in contact with the applicant.

It is recommended that all the relevant documentation is submitted with the completed application form at the same time. This will save time and ensure the application is assessment in a timely manner.

After the application has been assessed, an Officer will complete an on-site inspection to confirm compliance with the Local Law. If compliant, a Short-term Accommodation Licence will be issued. If there are any non-compliance matters, the Officer will inform the applicant of these and advise that they are to be rectified. Once the issues have been rectified, Council will need to be advised so a re-inspection can be completed. After the re-inspection, if the Officer is satisfied compliance is met in accordance with the Local Law, a Short-term Accommodation Licence will be issued.

When the Short-term Accommodation Licence has been issued, operation can commence.

## LICENCING AND RENEWAL

A Short-term Accommodation Licence is an annual Licence, operational from November to October. Renewal documents will be sent to the applicant approximately one (1) month prior to the Licence expiration date. When the renewal documents are returned and payment of the renewal fee is received, a renewal inspection will be conducted and if compliant the renewed Licence will be issued.

