

# Local Law Licence Application

## New Licence / Amendment / Transfer - Accommodation / Caravan Parks & Camping Grounds

2021/22 Financial Year

I / We make application for (*please tick*):

New Licence                       Amendment                       Transfer of licence

Type of Activity

Accommodation (LL9, 9.10)  
 Relocatable Home Park / Camping Ground / Temporary Accommodation (LL9, 9.17)

### Section 1 - Applicant Details (or current owner details if transferring licence)

Applicant name/s:

Individual's full name or company name – business name or trust not accepted as applicant

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)

If the current licensee is not making application for transfer attach a statutory declaration under the *Oaths Act 1867* providing the reason why the current licence holder is not making this transfer

If applying as a company provide preferred contact details:

Name:

Phone:

Trading as:

Postal address:

**PRIVACY COLLECTION NOTICE:** Council collects personal information in order to provide services and information. It may be used to update records, contact you about Council businesses and can only be accessed by Councillors, employees and authorised contractors. All information is handled in accordance with Council's Privacy Policy and Procedure. Visit [logan.qld.gov.au/privacy](http://logan.qld.gov.au/privacy)

Phone number:  Mobile number:

Email address:

Council's preferred method of contact is email.

I / We confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain.

Signature/s:  Date:

I consent to receive accommodation / relocatable home park / camping grounds / temporary accommodation licensing correspondence including letters, inspection reports, and legal notices by email

## Section 2 - Site Details

Number:  Street:

Suburb:  Postcode:

Real Property Description: Lot  RP

Name of property owner:

I, the owner of the property consent for my property to be used for the prescribed activity detailed within this application

Signature/s:  Date:

## Section 3 - Licence Transfer (purchaser's details)

Purchaser's name/s:

Individual's full name or company name – business name or trust not accepted as applicant

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)

If applying as a company provide preferred contact details:

Name:  Phone:

Trading as:

Postal address:

Phone number:  Mobile number:

Email address:

Council's preferred method of contact is email

Date of settlement:

The purchaser agrees to indemnify the local government for any damage or claims resulting from transferring the licence

I / we confirm the information supplied is correct to the best of my knowledge or that I could reasonably obtain

Signature/s:  Date:

I consent to receive accommodation / relocatable home park / camping grounds / temporary accommodation licensing correspondence including letters, inspection reports, and legal notices by email

NOTE: If there are any proposed alterations to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required

Before you commit to buying a business consider a pre-purchase inspection to find out if the business complies with Council's Local Laws. Visit Logan Council's website for further information

## Section 4 - Caravan or Camping ONLY

Why is the accommodation required?

Number of people using the accommodation:

## Section 5 – Amendment

Detail the nature of amendment:

## Section 6 – Attachments

**Relocatable Home Park / Camping Ground - Documents to be included with this application (please tick):**

- Register of residents
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Details of the proposed inspection, monitoring and management programs

- Copy of the current registration certificate of any vehicle used in the operation of the relocatable home park
- Current electrical safety certificate of compliance
- Plans and specifications:
  - floor plan (1:50 scale) including:
    - sanitary facilities
  - site plan (1:100 scale) including:
    - boundaries of the premises
    - separation distances between sites
    - location, numbers, and types of sanitary facilities
    - number and location of laundries
    - water supply system
    - plumbing and drainage plan including water outlets
    - number and location of approved relocatable, caravan, and tent sites within the operation of the relocatable home park
    - all ancillary facilities
    - fire safety installations
    - sewerage system
    - electrical system plan
    - location and type of onsite sewerage facilities and wastewater disposal systems (if not on town sewer system)

**Accommodation - Documents to be included with this application (please tick)**

- Register of residents
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Name and contact details of accommodation premises manager (if different from applicant)
- Details of the proposed inspection, monitoring and management programs
- A current electrical safety certificate of compliance
- Plan to scale or map of the operation showing:
  - Site plan (1:100 scale) indicating the location of the building(s), tenancy subject to the application, car parking, landscaped areas, external toilets and vehicle access
- Floor plan (1: 50 scale) indicating:
  - method of lighting and ventilation
  - the location of sanitary facilities and their type
  - location, type, and specification of firefighting equipment
  - proposed use of each room and the maximum number of persons to be accommodated in each bedroom
  - facilities that are shared by persons for whom the accommodation is provided
  - source of water supply to the prescribed accommodation
  - location and type of on-site sewerage facilities (if not on town sewer system)
  - details of operation of accommodation including – management of waste and wastewater, storage of all hazardous materials & fire evacuation procedures

## Section7 - Fees (Not subject to GST)




The application cannot be processed unless the correct fees are paid in full

Application Type	Fee
New Licence Application (includes design approval and licence)	\$ 753.50.00 + amount equal to the applicable licence fee
Application to Amend an Existing Licence	\$ 592.00
Transfer of Licence (Change of name details only)	\$ 149.00
<b>Licence Fees</b>	
Relocatable Home Park/Camping Ground/Caravan Park	\$ 762.00
Accommodation Premises	\$ 643.00
Replacement of Licence	\$ 71.75

Pro-rata licence fees will apply for applications made after 1 March 2022 (50% reduction) and after 1 June 2022 (75% reduction).

Bone fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

## PAYMENT OPTIONS

	<b>Paying by mail</b>	Make your cheque or money order payable to Logan City Council. Complete the application form and return it to Council.
	<b>Paying by phone</b>	Call Logan City Council on 07 3412 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council
	<b>Paying in person</b>	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	<b>Customer service centre locations</b>	<b>Council Administration Centre</b> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412

Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)