

Local Law Licence Application New Licence / Amendment - Accommodation / Camping Grounds

***Privacy Collection Notice:**

Logan City Council is collecting your name, the name and location of your business in accordance with the *Local Government Act 2009* (the Act) and Council's Local Laws in order to assess your application for licence. The information will only be accessed by employees and/or Councillors of Logan City Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

I / We hereby make application for licence/amendment to operate a prescribed activity as set out below.

I / We hereby make application for

New Licence

Amendment

Type of Activity

Accommodation (LL9, 9.10)

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

Section 1 - Applicant Details*

Applicant name/s:

Trading as:

Postal address:

Phone number:

Mobile number:

Email address:

Council's preferred method of contact is email.

Signature/s:

Date:

Section 2 - Site Details

Number:

Street:

Suburb:

Postcode:

Real Property Description: Lot

RP

Owner of property:

Section 3 - Temporary Accommodation Details ONLY

Purpose for which the accommodation is required:

Number of persons to occupy the accommodation:

Council use only

LOGAN CITY COUNCIL
PO Box 3226
LOGAN CENTRAL DC QLD 4114
ABN 21 627 796 435
logan.qld.gov.au

Doc# 8986348 / File # 878465-1
Health, Environment & Waste Branch
Enquiries: Environmental Health
TEL: (07) 3412 3412
Email: council@logan.qld.gov.au

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Section 4 – Amendment

Detail the nature of amendment:

Section 5 – Attachments

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

- Register of residents
- 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
- Plans and specifications:
 - Site plan (to scale)
 - Floor plan of sanitary facilities (to scale)
 - 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
- Details of the proposed inspection, monitoring and management programs
- 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 installations
 - 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)

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Section 6 Fees (Not subject to GST)

Application Type	Fee
New Licence Application (includes design approval and licence)	\$ 735.00 + amount equal to the applicable licence fee
Application to Amend an Existing Licence	\$ 577.00
Transfer of Licence (Change of name details only)	\$ 145.00
Licence Fees	
Relocatable Home Park/Camping Ground/Caravan Park	\$ 743.00
Accommodation Premises	\$ 627.00
Replacement of Licence	\$ 70.00

PAYMENT OPTIONS



Paying by Mail:

Make your cheque or money order payable to LOGAN CITY COUNCIL.
Complete the application form and return it to Council.



Paying by Phone:

Call Logan City Council on (07) 3412 5318 to pay with Mastercard or Visa. Please ensure you also return the signed application form to Council.



Paying in Person:

Cash, cheque, money order, EFTPOS, Mastercard or Visa.
Please ensure you also return the signed application form to Council.

Council's Administration Centre

150 Wembley Road, Logan Central, 8am to 5pm weekdays (except public holidays), or

Council's Customer Service Centres

18-22 Honora Street, Jimboomba, 8am to 4.45pm weekdays (except public holidays), or
105 George Street, Beenleigh, 8.am to 4.45pm weekdays (except public holidays).

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