

Commercial Swimming Pools - Local Law Licence Application

New Licence / Amendment / Transfer

2025/2026 Financial Year – **Local Law No. 9 (Licensing) 1999**

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

New licence:

☐ New licence (complete sections 1, 2, 3, 4, 5, 7 & 8)

Existing licence no:

☐ Amendment (complete sections 1, 2, 3, 4, 5, 6, (7 as affected) & 8)

☐ Transfer (complete sections (1 to be completed by purchaser), 2, 3, 4, 5, 7 & 8)

Section 1 – Applicant Details

Important: Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Applicant licensee names/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

Important: By providing your email you are agreeing to receive all correspondence electronically including licensing renewal information, letters, inspection reports, legal notices and other licensing-related information.

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

PRIVACY COLLECTION NOTICE: Logan City Council is collecting your personal information in accordance with Section 6 of the Local Law No.9 (Licensing) 1999 for the purpose of processing the licence. If we do not collect this information we are unable to issue a licence. Within Australia, Council usually provides the information collected to other government agencies if required by law. For more information about privacy, please visit Councils website: www.logan.qld.gov.au/privacy

Important: 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 City Council's website for further information.

Important: 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.

Section 2 – Company Details - This section is only required if applying as a company

ACN:			
Contact person's name:			
Phone:		Mobile:	

☐ Current Australian Securities & Investment Commission (ASIC) company extract is attached

Section 3 – Incorporated Association Details

Management committee name(s):			
Contact person's name:			
Phone:		Mobile:	

☐ Evidence of Incorporated Association registration and management committee details

Section 4 – Property Owner

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

Property owner's name:			
Signature(s):		Date:	
Signature(s):		Date:	

Section 5 – Current License Details - to be completed for a licence transfer

Important: Individual's full name or company name - We cannot accept a trading name or trust as the applicant.

Owner(s) name:			

Important: 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.

Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN/ACN:			
Email:			
Business phone:		Mobile:	

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

Date of settlement:	
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Important: 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.

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

Signature(s):		Date:	
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Section 6 – Amendment

Detail the nature of the amendment:

Section 7 - Attachments

Documents to be included with this application:

- ☐ Site management plan: refer to the Queensland Health Water Quality Guidelines for Public Aquatic Facilities
- ☐ Noise management plan for pumps and filtration systems
- ☐ Plans and specifications detailing the pool layout, construction, filtration and disinfection / circulation systems
- ☐ Documented details of the proposed inspection, monitoring and management programs
- ☐ Evidence of Planning Act 2016 approval – Written advice or DA permit
- ☐ Evidence of Building Act 1975 approval - Permits

☐ Plans and specifications:

- Site plan (1:100 scale), including:
 - location of building(s)
 - tenancy subject to the application
 - car parking
 - landscaped areas
 - external toilets
- Floor plan (1:50 scale), including:
 - layout
 - exits
 - seating areas
 - all facilities
 - location and type of sanitary facilities

Section 8 – Certification

Certification	Applicant 1	Applicant 2
I am authorised to sign on behalf of the person (meaning a corporation or individual/s) and commit this person (meaning a corporation or individual/s) in all respects.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information supplied is correct to the best of my knowledge or that I could reasonably obtain.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that it is the applicant's responsibility to obtain all relevant approvals. Approval for a food business licence under <i>Local Law No. 9 (Licensing) 1999</i> is not an approval of other aspects of the operation.	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that I cannot commence operating until such time as I hold a valid licence issued under <i>Local Law No. 9 (Licensing) 1999</i> .	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Applicant 1	Applicant 2
Name in full:	Name in full:
Applicant signature:	Applicant signature:
Date:	Date:
Position:	Position:

Section 9– Fees (not subject to GST)

Application Type	Fee
New licence application (includes design approval and licence)	\$710.00 + \$539.00*
Application to amend an existing licence	\$565.00
Application to transfer a licence	\$307.00
Commercial pools licence fee	\$539.00*




Your application cannot be processed unless the form is complete, signed and correct fees are paid in full.

The licence period is 1 September to 31 August and fees are charged yearly. Pro-rata licence fees will apply for applications made after 1 March (50% reduction) and after 1 June (75% reduction).

Pro-rate fee reductions apply to the licence fee only and are marked with *. Pro-rata fee reductions do not apply to the application fee.

Bona fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to the production of appropriate verification of such.

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 3412 to pay with Mastercard or Visa. Ensure you also return the signed application form to Council. A merchant surcharge fee of 0.34% will apply.
	Pay online	We will send through a notice of account once the application is lodged for you to pay. Please note that your application will not be processed until full payment has been received. A merchant surcharge fee of 0.34% will apply.
	Paying in person	Cash, cheque, money order, EFTPOS, Mastercard or Visa. Ensure you also return the signed application form to Council.
	Customer service centre locations	Council Administration Centre 150 Wembley Road, Logan Central Beenleigh - 105 George Street, Beenleigh Jimboomba - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412

Email: Council@logan.qld.gov.au