

# Commercial Swimming Pools - Local Law Licence Application

## New Licence / Amendment / Transfer

2026/2027 Financial Year – **Local Law No. 9 (Licensing) 1999**

|   |             |
|---|-------------|
| What are you applying for (please tick):  |             |
| <input type="checkbox"/>                  | New licence |
| Existing licence no: <input type="text"/> |             |
| <input type="checkbox"/>                  | Amendment   |
| <input type="checkbox"/>                  | Transfer    |

### Section 1 – Applicant Details

**Important:** Applicant must be an individual's full name or company name – we cannot accept a trading name or trust as the applicant.

|                                       |  |         |                                 |
|---------------------------------------|--|---------|---------------------------------|
| Person name/s:<br>(or)                | <input type="text"/>   |         |                                 |
| Corporation /<br>Incorporated name/s: | <input type="text"/>   |         |                                 |
| <input type="checkbox"/>              | Current Australian Securities & Investment Commission (ASIC) company extract is attached |         |                                 |
| Management<br>committee name/s:       | <input type="text"/>   |         |                                 |
| <input type="checkbox"/>              | Evidence of Incorporated Association registration and management committee details       |         |                                 |
| Postal address:                       | <input type="text"/>   |         | Post code: <input type="text"/> |
|                                       | <input type="text"/>   |         | Post code: <input type="text"/> |
| Business address:                     | <input type="text"/>   |         | Post code: <input type="text"/> |
|                                       | <input type="text"/>   |         | Post code: <input type="text"/> |
| Trading name:                         | <input type="text"/>   |         |                                 |
| ABN / ACN:                            | <input type="text"/>   |         |                                 |
| Email:                                | <input type="text"/>   |         |                                 |
| Business phone:                       | <input type="text"/>   | Mobile: | <input type="text"/>            |
| Contact person's<br>name:             | <input type="text"/>   |         |                                 |
| Phone:                                | <input type="text"/>   | Mobile: | <input type="text"/>            |

**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](http://www.logan.qld.gov.au/privacy)

When do you intend to begin trading?

**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 intended trading date provided does not automatically grant approval to operate from this date.

## Section 2 – 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 3 – Current Licence Details – to be completed for a licence transfer

|                                  |   |         |            |  |
|----------------------------------|---|---------|------------|--|
| Current licence holder's name/s: |   |         |            |  |
| Postal address: (if applicable)  |   |         | Post code: |  |
| Business address:                |   |         | Post code: |  |
| Trading name:                    |   |         |            |  |
| ABN / ACN:                       |   |         |            |  |
| Email:                           |   |         |            |  |
| Business phone:                  |   | Mobile: |            |  |
| Date of settlement:              |   |         |            |  |
| <input type="checkbox"/>         | I / we confirm the information supplied is correct to the best of my / our knowledge. |         |            |  |
| Signature/s:                     |   | Date:   |            |  |

## Section 4 – Amendment

|                                     |
|-------------------------------------|
| Detail the nature of the amendment: |
|                                     |
|                                     |
|                                     |

## Section 5 – Required Documents

| Documents to be included with this application: |   |
|---|---|
| <input type="checkbox"/>                        | Site management plan: refer to the Queensland Health Water Quality Guidelines for Public Aquatic Facilities 2019  |
| <input type="checkbox"/>                        | Noise management plan for pumps and filtration systems  |
| <input type="checkbox"/>                        | Plans and specifications detailing the pool layout, construction, filtration and disinfection / circulation systems   |
|   | Documented details of the proposed inspection, monitoring and management programs   |
| <input type="checkbox"/>                        | Planning Act 2016 approval – Written advice or DA permit  |
| <input type="checkbox"/>                        | Building Act 1975 approval - Permits  |
| <input type="checkbox"/>                        | Plans and specifications: <ul style="list-style-type: none"> <li>• Site plan (1:100 scale), including:               <ul style="list-style-type: none"> <li>○ location of building/s</li> <li>○ tenancy subject to the application</li> <li>○ car parking</li> <li>○ landscaped areas</li> <li>○ external toilets</li> </ul> </li> <li>• Floor plan (1:50 scale), including:               <ul style="list-style-type: none"> <li>○ layout</li> <li>○ exits</li> <li>○ seating areas</li> <li>○ all facilities</li> <li>○ location and type of sanitary facilities</li> </ul> </li> </ul> |

## Section 6 – 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<br><input type="checkbox"/> NO | <input type="checkbox"/> YES<br><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<br><input type="checkbox"/> NO | <input type="checkbox"/> YES<br><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<br><input type="checkbox"/> NO | <input type="checkbox"/> YES<br><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<br><input type="checkbox"/> NO | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |

| Applicant 1                 | Applicant 2                 |
|-----------------------------|-----------------------------|
| Name in full:               | Name in full:               |
| <b>Applicant signature:</b> | <b>Applicant signature:</b> |
| Date:                       | Date:                       |
| Position:                   | Position:                   |

### Section 7 – Fees (not subject to GST)

| Application Type   | Fee                  |
|--|----------------------|
| New licence application (includes design approval and licence) | \$741.00 + \$566.00* |
| Application to amend an existing licence                       | \$608.00             |
| Application to transfer a licence                              | \$345.00             |
| Commercial pools licence fee (renewal fee)                     | \$566.00*            |




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

|   |  |  |
|---|--|--|
|  | <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.<br>A merchant surcharge fee of 0.30% will apply.  |
|   | <b>Pay online</b>                        | 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.<br>A merchant surcharge fee of 0.30% will apply. |
|  | <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><br>150 Wembley Road, Logan Central<br><b>Beenleigh</b> - 105 George Street, Beenleigh<br><b>Jimboomba</b> - 18-22 Honora Street, Jimboomba  |

Phone: 07 3412 3412

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