

# Accommodation / Caravan Parks & Camping Grounds Local Law Licence Application

## New Licence / Amendment / Transfer

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

|                                           |                                                                  |
|-------------------------------------------|------------------------------------------------------------------|
| Type of activity:                         |                                                                  |
| <input type="checkbox"/>                  | Accommodation                                                    |
| <input type="checkbox"/>                  | Relocatable Home Park / Camping Ground / Temporary Accommodation |
| 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)                |                                                                                          |            |  |
| Corporation /<br>Incorporated name/s: |                                                                                          |            |  |
| <input type="checkbox"/>              | Current Australian Securities & Investment Commission (ASIC) company extract is attached |            |  |
| Management<br>committee name/s:       |                                                                                          |            |  |
| <input type="checkbox"/>              | Evidence of Incorporated Association registration and management committee details       |            |  |
| Postal address:                       |                                                                                          |            |  |
|                                       |                                                                                          | Post code: |  |
| Business address:                     |                                                                                          |            |  |
|                                       |                                                                                          | Post code: |  |
| Trading name:                         |                                                                                          |            |  |
| ABN / ACN:                            |                                                                                          |            |  |

**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)

|                                                                                                                                                                                                                                                                                                                                                                                                     |  |         |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|---------|--|
| Email:                                                                                                                                                                                                                                                                                                                                                                                              |  |         |  |
| Business phone:                                                                                                                                                                                                                                                                                                                                                                                     |  | Mobile: |  |
| Contact person's name:                                                                                                                                                                                                                                                                                                                                                                              |  |         |  |
| Phone:                                                                                                                                                                                                                                                                                                                                                                                              |  | Mobile: |  |
| When do you intend to begin trading?                                                                                                                                                                                                                                                                                                                                                                |  |         |  |
| <b>Important:</b> <ul style="list-style-type: none"> <li>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.</li> <li>The intended trading date provided does not automatically grant approval to operate from this date.</li> </ul> |  |         |  |

## Section 2 – Property Owner

I, the owner/s 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 – Transfer Licence Details

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

|                                 |                                                                                       |            |  |
|---------------------------------|---------------------------------------------------------------------------------------|------------|--|
| Current licence holder name/s:  |                                                                                       |            |  |
|                                 |                                                                                       |            |  |
| Site address:                   |                                                                                       |            |  |
|                                 |                                                                                       | Post code: |  |
| Postal address: (if applicable) |                                                                                       |            |  |
|                                 |                                                                                       | 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 - Caravan or Camping ONLY

|                                           |  |
|-------------------------------------------|--|
| Number of people using the accommodation? |  |
| How many camping and caravan sites?       |  |

## Section 6 – Required Documents

|                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Relocatable Home Park / Camping Ground – Documents to be included with this application: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/>                                                                 | Details of the proposed inspection, monitoring and management programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <input type="checkbox"/>                                                                 | Copy of the current registration certificate of any vehicle used in the operation of the relocatable home park / camping ground                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/>                                                                 | Provide Council with evidence that the electrical wiring, earthing system, switchboard, safety switches (RCDs), smoke alarms and powerheads are electrically safe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/>                                                                 | Plans and specifications: <ul style="list-style-type: none"><li>• Floor plan (1:50 scale), including:<ul style="list-style-type: none"><li>○ sanitary facilities</li></ul></li><li>• Site plan (1:100 scale), including:<ul style="list-style-type: none"><li>○ boundaries of the premises</li><li>○ separation distances between sites</li><li>○ location, number and types of sanitary facilities</li><li>○ location and number of laundries</li><li>○ water supply system</li><li>○ plumbing and drainage plan, including water outlets</li><li>○ location and number of approved relocatable, caravan and tent sites within the operation relocatable home park / camping ground</li><li>○ all ancillary facilities</li><li>○ fire safety installations</li><li>○ sewerage system</li><li>○ electrical system plan</li><li>○ location and type of onsite sewerage facilities and wastewater disposal system (if not on town/reticulated sewer system).</li></ul></li></ul> |
| <input type="checkbox"/>                                                                 | <i>Planning Act 2016</i> approval – Written advice or DA permit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/>                                                                 | <i>Building Act 1975</i> approval - Permits                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

### Accommodation – Documents to be included with this application:

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | Name and contact details of accommodation premises manager (if different from applicant)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <input type="checkbox"/> | Details of the proposed inspection, monitoring and management programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <input type="checkbox"/> | Provide Council with documentation from an approved (licensed) electrician that confirms the electrical wiring, earthing system, switchboard, safety switches (RCDs) and smoke alarms are electrically safe.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <input type="checkbox"/> | <p>Plans and specifications:</p> <ul style="list-style-type: none"> <li>• Site plan (1:100 scale), including: <ul style="list-style-type: none"> <li>○ location of the building/s</li> <li>○ tenancy subject to the application</li> <li>○ car parking</li> <li>○ landscaped areas</li> <li>○ external toilets</li> <li>○ vehicle access.</li> </ul> </li> <li>• Floor plan (1:50 scale), including: <ul style="list-style-type: none"> <li>○ method of lighting and ventilation</li> <li>○ the location of sanitary facilities and their type</li> <li>○ location, type and specification of fire-fighting equipment</li> <li>○ proposed use of each bedroom and the maximum number of persons to be accommodated in each bedroom</li> <li>○ facilities that are shared by persons for whom the accommodation is provided</li> <li>○ source of water supply</li> <li>○ location and type of sewerage facilities (if not on town/reticulated sewer system)</li> <li>○ details of operation of accommodation, including: management of waste and wastewater, storage of all hazardous materials and fire evacuation procedures.</li> </ul> </li> </ul> |
| <input type="checkbox"/> | <i>Planning Act 2016 approval – Written advice or DA permit</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | <i>Building Act 1975 approval - Permits</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## Section 7 – 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 8 - Fees (not subject to GST)

| Application Type                                                                                                   | Fee                     |
|--------------------------------------------------------------------------------------------------------------------|-------------------------|
| Application to amend an existing licence                                                                           | \$ 608.00               |
| Transfer of licence (change of name details only)                                                                  | \$ 345.00               |
| <b>Licence Fees</b>                                                                                                |                         |
| Relocatable Home Park/Camping Ground/Caravan Park new licence application (includes design approval) + licence fee | \$ 1039.00 + \$1039.00* |
| Accommodation Premises new licence application (includes design approval) + licence fee                            | \$ 741.00 + \$566.00*   |
| Replacement of licence                                                                                             | \$ 35.00                |

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-rata 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.                                                |
|                                                                                     | <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. |
|  | <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)