

Local Law No. 1
(Administration)
2011

Schedule 17

Application for a Shared Facility Accommodation Permit

Contact Council if you have any specific enquiries regarding fees or how to complete this form. Type or print clearly and select boxes where applicable. Enter "n/a" if the question does not apply.

Conditions may be imposed on the permit as considered appropriate by Council

Shared facility accommodation is accommodation provided to holiday makers or travelers on the basis of residents sharing 1 or more of the following – dormitories, toilets, bathrooms, laundries, or dining, cooking or recreation facilities.

This permit is not required for a hotel/motel, public housing, hospital/nursing home, residential college or boarding house, religious institution, community titles scheme, or private home with no more than 3 boarders.

- | | | |
|--|------|--|
| <input type="checkbox"/> Shared Facility Accommodation | Fee: | \$195.00 Application + \$30.00 per room (minimum \$85.00) Annual |
| <input type="checkbox"/> Transfer | Fee: | \$195.00 |

Applicant/s details

If applicant is a company,
insert company name and
ACN / ARBN

Company name	ACN / ARBN
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Applicant One Title Mr Mrs Ms Miss Other (specify)

To be completed for all
applications

Family name

Given names

Position

To change the permit
holder details a new
permit application will be
required

Applicant Two Title Mr Mrs Ms Miss Other (specify)

Family name

Given names

Position

Postal address

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Locality / Suburb	State	Postcode
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Phone Number	Mobile Number
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Fax Number	Email
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Property owner details

If the applicant is not the
owner of the premises,
this section **MUST** be filled
out.

Contact person

Postal address

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Locality / Suburb	State	Postcode
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Phone Number	Mobile Number
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Fax Number	Email
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I consent to the making of this application over land of which I am the owner.

Signature	Date	/	/
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Accommodation details

Premises name (if applicable)	
Premises address	
Lot no.	Reg. plan no.
Accommodation type: (e.g. farm stay, boarding house, B&B)	
Number of units/flats/sleeping rooms	
Details and numbers of shared facilities located on these premises (e.g. Laundry, pool, etc)	
Maximum number of persons that may be accommodated on these premises	
Will the operator or a representative reside on the premise?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

Current approval details

The establishment of a new shared facility accommodation may require a number of other approvals from various Council Departments, prior to the approval of this permit.

Please insert your approval number for each approval type issued by Local Government.

Approval Type	Approval No.
Building approval	
Plumbing and drainage approval	
Development approval	
Trade waste approval	
Other – please specify	

Checklist

An application for a shared facility accommodation permit must include:

- A site plan drawn to scale not smaller than one to one hundred (1:100) showing:
- The location of the building on-site including location of vehicle access and parking, areas for clothes drying and open recreation areas; and
 - The internal layout of the building showing the proposed function of each room and in the case of bedrooms and dormitories – the maximum number of beds proposed; and
 - Details of shared facilities including the numbers of toilets, bathrooms and showers, laundry facilities, dining facilities and cooking facilities.
- If the applicant is not the owner of the land on which the caravan park is situated – the written consent of the owner to the application.
- Evidence of any statutory permit, authorisation or approval for the development and use of the relevant land as shared facility accommodation and for the occupation and use of buildings and structures on the land in connection with the operation of the shared facility accommodation.

This application form must be completed and signed along with the prescribed fee.

Declaration

I declare that to the best of my knowledge after having undertaken reasonable enquiries and investigations, the premises are –

- *Structurally sound and in a state of good repair, and*
- *Clean and free from vermin and insects.*

Applicant One

I declare the information provided in this application to be true and correct.

Signature	Date	/	/	
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Applicant Two

I declare the information provided in this application to be true and correct.

Signature	Date	/	/	
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Please note: This application and fee MUST be lodged with your Council

Office use only

Date Received:	Application Checked: YES NO
Fee (\$):	Taken By:
Receipt No:	Other:
Subject: LE2.2	

PRIVACY COLLECTION NOTICE: THE PERSONAL INFORMATION GATHERED BY COUNCIL ON THIS FORM IS FOR THE PURPOSE OF MAINTAINING COUNCIL'S LICENCE REGISTER AND WILL NOT BE USED FOR ANOTHER PURPOSE OR GIVEN TO ANY OTHER PARTY UNLESS YOU HAVE CONSENTED OR COUNCIL IS REQUIRED OR AUTHORISED BY LAW TO DO SO.

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Shared Facility Accommodation Requirements

Banana Shire Council Local Law No. 1 (Administration) 2011

Information to Remain with Applicant

Shared Facility Accommodation means accommodation occupied or available for occupation by residents, in return for payment, on the basis of residents sharing 1 or more of the following facilities:

- a. *Dormitories or bedrooms;*
- b. *Toilets;*
- c. *Bathrooms, showers or other bathing facilities;*
- d. *Laundries;*
- e. *Dining facilities;*
- f. *Cooking facilities;*
- g. *Recreation facilities.*

General Requirements

- The operator or a representative of the operator, approved by the local government, may be required to reside on the premises.

Beds and Dormitories

- Sleeping accommodation and beds are not to be provided in any room or space except those rooms designated on the plan accompanying the application as bedrooms or dormitories.
- Every person accommodated on the premises is to be provided with a clean and comfortable bed which shall be designated by a room and bed number.
- Each bedroom or dormitory is to have –
 - Cupboard space provided at the rate of 0.03 square metres per person; and
 - One (1) towel rail per person.
- The maximum number of people to be accommodated in any bedroom or dormitory shall be eight (8).
- No beds are to be more than two tiers in height and the clearance between the upper and lower beds is to be at least 870mm with a clearance of one (1) metre between the upper bed and the ceiling, light fittings or any other projection from the ceiling.

Kitchen Facilities

- All premises to be provided with a kitchen separate from all other rooms which is available for the preparation, cooking and storing of food.
- Kitchens to be kept in a clean and hygienic manner at all times.
- All kitchen walls and ceilings to be smooth and free of ledges, protrusions, cracks and crevices and treated with washable gloss paint or other washable surface.
- All kitchen floors to be covered with a smooth impervious floor covering.
- All kitchen benches, tables and shelving to be covered in smooth impervious material.
- Cooking appliances to be provided at a rate of at least four (4) burners or hotplates and one (1) oven for each 15 people.
- Refrigeration space to be provided at a rate of 15 litres per person.
- Dishwashing facilities to be provided at a rate of one stainless steel sink per 15 people.
- Adequate crockery, cutlery and cooking utensils to be provided and maintained in a sound and clean condition.
- Kitchen cupboard space to be provided at a rate of 0.015 square metres per person.

Dining Room

- All premises to be provided with a dining room under the same roof as the kitchen.
- Dining room seating to be provided at the rate of 50 percent of the maximum number of occupants at any one time.

Common Rooms	Living	<ul style="list-style-type: none"> ▪ All premises to be provided with one or more common living rooms ▪ Floor area of common living rooms to be at least two square metres per person, which may include the area of the dining room but which shall not include – <ul style="list-style-type: none"> ○ A passage way; or ○ A fire access way; or ○ A non-habitable room.
Toilets and Ablution Facilities		<ul style="list-style-type: none"> ▪ The provision of toilet and ablution facilities to be in accordance with the Building Code of Australia.
Laundry Facilities		<ul style="list-style-type: none"> ▪ Laundry facilities to be provided at a rate of one (1) wash tub and one (1) washing machine per 15 people.
Office		<ul style="list-style-type: none"> ▪ Every premises to have a clearly designated office ▪ An emergency telephone service to be available when the office is closed.
Refuse Disposal		<ul style="list-style-type: none"> ▪ Refuse to be disposed of at least once in every week in an approved manner. ▪ Refuse storage to be provided at the rate of one (1) 240 litre bin per six (6) people.
Maintenance		<ul style="list-style-type: none"> ▪ The premises must be treated for the control of vermin at least twice per year. ▪ The premises, including any grounds around any building, to be maintained in a state of good repair and in a clean and sanitary condition free from accumulated refuse and waste materials at all times.
Storage		<ul style="list-style-type: none"> ▪ A secure, fire proof safe to be provided for the keeping of occupants valuables and papers. ▪ A security lock up for bulky packs and luggage to be provided which is not accessible other than by permission of the operator.
Fire Safety		<ul style="list-style-type: none"> ▪ Fire prevention, fire detection and fire suppression and control devices to be installed to ensure compliance with the <i>Building Act 1975</i>.
Accommodation Register		<ul style="list-style-type: none"> ▪ A register is to be kept with details – <ul style="list-style-type: none"> ○ The full name of the occupant; and ○ Permanent residential address of the occupant; and ○ The occupant's signature; and ○ Dates the occupant checked in and out; and ○ Room and bed number allocated to the occupant. ▪ The operator may not allow a bed to be occupied by any person who has failed to register his/her name and address in the accommodation register.
Duties of the Operator		<ul style="list-style-type: none"> ▪ The operator or a representative of the operator be available for emergency contact at night.