

PO Box 412 Biloela QLD 4715 • 62 Valentine Plains Road, Biloela Ph **07 4992 9500** • Fax 07 4992 3493

Email enquiries@banana.qld.gov.au Web: www.banana.qld.gov.au Version: 17 July 2019 **DES-LI-01-008**

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APPLICATION FOR A SHARED FACILITY ACCOMMODATION PERMIT Local Law No. 1 (Administration) 2011, Schedule 17

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.

Fees and charges are available on Council website at www.banana.gld.gov.au or by contacting our Customer Service on (07) 4992 9500.

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.

	college or boarding house, religious inst more than 3 boarders.		
	New – 1-10 rooms	Application Fee + Annual Licen	ce Fee
	New – 11+ rooms	Application Fee + Annual Licen	ce Fee
	Amendment	Application Fee only	
	Transfer (change of licencee)	Transfer Fee only	
	APPLICANT 1		
LICENCEE / APPLICANT DETAILS	Corporation name:	ACN:	
	Name:	Position:	
If applicant is a corporation,	OR		
insert corporation name and ACN.	Mr Mrs Ms	Miss Other (specify)	
If applicant is an individual/s	Family name		
insert details here	Given names		
To be completed for all applications.	APPLICANT 2		
	Mr Mrs Ms	Miss Other (specify)	
	Family name		
	Given names		
	Postal address		
Postal address for delivery			
of correspondence associated with this licence.	Locality / Suburb	State	Postcode
	Phone Number	Mobile Number	
	Fax Number	Email	
	Contact person		
	Postal address		
PROPERTY OWNER			
DETAILS If the applicant is not the owner of the premises, this section MUST be filled out.	Locality / Suburb	State	Postcode
	Phone Number	Mobile Number	
	Fax Number	Email	
	I consent to the making of this application over land of which I am the owner.		
	Signature	Date	/ /





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	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)			
ACCOMMODATION				
DETAILS				
	Maximum number of persons that may be accommodated on these premises			
	Will the operator or a representative reside on the premise?			
	Yes	No		
CURRENT	Please insert your approval number for each approval type issued by Local Government.			
APPROVAL DETAILS	Approval Type	Approval No.		
The establishment of a new	Building approval			
shared facility accommodation may require	Plumbing and drainage approval			
a number of other approvals from various Council Departments, prior to the approval of this permit.	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 of	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.			



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DECLARATION	I declare that to the best of my knowledge after h investigations, the premises are – Structurally sound and in a state of good repair Clean and free from vermin and insects.	3	reasonable	enquiries and
APPLICANT ONE	I declare the information provided in this application to a Signature	be true and correc	t. /	/
APPLICANT TWO	I declare the information provided in this application to a Signature	be true and correc	t. /	/
	Please note: This application form must be completed and signed and lodged with Council along with the prescribed fee.			
OFFICE USE ONLY	Date Received:	Application Checked: YES NO		
	Fee (\$):	Taken By:		
	Receipt No:	Other:		
	Subject: FID5917			

Banana Shire Council is collecting your personal information to process your application. The information will not be disclosed to any other person or agency external to council without your consent, unless required by or authorised by law. Personal information will be handled in accordance with the *Information Privacy Act 2009*





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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 pf 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

DORMITORIES

BEDS AND

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

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.

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.

KITCHEN FACILITIES

DINING ROOM





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COMMON LIVING ROOMS	 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 – A passage way; or A fire access way; or A non-habitable room.
TOILETS AND ABLUTION FACILITIES LAUNDRY FACILITIES	 The provision of toilet and ablution facilities to be in accordance with the Building Code of Australia. Laundry facilities to be provided at a rate of one (1) wash tub and one (1)
OFFICE	 washing machine per 15 people. Every premises to have a clearly designated office. An emergency telephone service to be available when the office is closed.
REFUSE DISPOSAL	 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	 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	 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	 Fire prevention, fire detection and fire suppression and control devices to be installed to ensure compliance with the Building Act 1975.
ACCOMMODATION REGISTER	 A register is to be kept with details – 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	The operator or a representative of the operator be available for emergency contact at night.