

Local Law Licence Application

New Licence / Amendment / Transfer - Accommodation / Caravan Parks & Camping Grounds

2023/24 Financial Year

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

New Licence Amendment Transfer of licence

Type of Activity

Accommodation (LL9, SLL 9.10)
 Relocatable Home Park / Camping Ground / Temporary Accommodation (LL9, SLL 9.17)

Section 1 - Applicant details

Applicant name/s:
Individual's full name or company name – business name or trust not accepted as applicant.

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)

Postal address:

Phone number: Mobile number:

Email address:

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.

If applying as a company provide preferred contact details:

Name:

Phone

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

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

[PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with the local laws.](#) It may be used to update records, contact you about Council business, including by mail, email or SMS and can only be accessed by Councillors, Employees and Authorised Contractors. To unsubscribe or opt out of electronic correspondence, please email your request to council@logan.qld.gov.au. All information is handled in accordance with Council's Privacy Policy and Procedure Visit: <https://www.logan.qld.gov.au/information-and-privacy/privacy>.

Signature/s: Date:

Section 2 - Site details

Trading as:

Number: Street:

Suburb: Postcode:

Real property description: Lot: RP:

Name of property owner:

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

Signature/s: Date:

Section 3 - Licence transfer (Current business owner's details)

Owner's name/s:

Individual's full name or company name – business name or trust not accepted as applicant.

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.

If applying as a company provide preferred contact details:

Name: Phone:

Trading as:

Postal address:

Phone number: Mobile number:

Email address:

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

Date of settlement:

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

Signature/s: Date:

NOTE: 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.

Licence transfer (Purchaser's details)

Purchaser's name/s:
Individual's full name or company name – business name or trust not accepted as applicant

If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)

If applying as a company provide preferred contact details:

Name: Phone:

Trading as:

Postal address:

Phone number: Mobile number:

Email address:

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.

Date of settlement:

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

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

Signature/s: Date:

NOTE: If there are any proposed alterations a transfer application **cannot be made**, a new application is required.

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.

Section 4 - Caravan or Camping ONLY

Why is the accommodation required:

Number of people using the accommodation:

Section 5 – Amendment

Detail the nature of amendment:

Section 6 – Attachments

Relocatable Home Park / Camping Ground - Documents to be included with this application *(please tick)*:

- Register of residents
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Details of the proposed inspection, monitoring and management programs
- Copy of the current registration certificate of any vehicle used in the operation of the relocatable home park
- Current electrical safety certificate of compliance
- Plans and specifications:
 - floor plan (1:50 scale) including:
 - sanitary facilities
 - site plan (1:100 scale) including:
 - boundaries of the premises
 - separation distances between sites
 - location, numbers, and types of sanitary facilities
 - number and location of laundries
 - water supply system
 - plumbing and drainage plan including water outlets
 - number and location of approved relocatable, caravan, and tent sites within the operation of the relocatable home park

- all ancillary facilities
- fire safety installations
- sewerage system
- electrical system plan
- location and type of onsite sewerage facilities and wastewater disposal systems (if not on town/reticulated sewer system)

Accommodation - Documents to be included with this application (please tick)

- Register of residents
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Name and contact details of accommodation premises manager (if different from applicant)
- Details of the proposed inspection, monitoring and management programs
- A current electrical safety certificate of compliance
- Plan to scale or map of the operation showing:
 - Site plan (1:100 scale) indicating the location of the building(s), tenancy subject to the application, car parking, landscaped areas, external toilets and vehicle access
- Floor plan (1: 50 scale) indicating:
 - method of lighting and ventilation
 - the location of sanitary facilities and their type
 - location, type, and specification of firefighting equipment
 - proposed use of each room and the maximum number of persons to be accommodated in each bedroom
 - facilities that are shared by persons for whom the accommodation is provided
 - source of water supply to the prescribed accommodation
 - location and type of onsite sewerage facilities (if not on town/reticulated sewer system)
 - details of operation of accommodation including – management of waste and wastewater, storage of all hazardous materials & fire evacuation procedures

Section 7 - Fees (not subject to GST)

The application cannot be processed unless the correct fees are paid in full.




Application Type	Fee
Application to amend an existing licence	\$ 500.00
Transfer of licence (change of name details only)	\$ 156.00
Licence Fees	
Relocatable Home Park/Camping Ground/Caravan Park new licence application (includes design approval) + licence fee	\$ 793.00 + \$802.00
Accommodation Premises new licence application (includes design approval) + licence fee	\$ 595.00 + \$455.00
Replacement of licence	\$ 28.00

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

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).

Bone fide charitable or community organisations will be entitled to 50% off the prescribed fee subject to production of appropriate verification of such unless otherwise prescribed in the respective fee description.

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.
	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