

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

2024/25 Financial Year – Local Law No. 9 (Licensing) 1999

I / we make application for (please tick):

Type of activity:

- Accommodation
- Relocatable Home Park / Camping Ground / Temporary Accommodation

A new licence:

- New licence (complete sections 1, 2, 3, 4, (7 if applicable), 8 & 9)

Existing licence no:

- Amendment (complete sections 1, 2, 3, 4, 6, 8 & 9)
- Transfer (complete sections (1 to be completed by purchaser), 2, 3, 4, 5, 7, 8 & 9)

## Section 1 – Applicant Details

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

Applicant / licensee names/s':			
Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN:			
Email:			
Business phone:		Mobile:	
Contact person's name:			
Phone:		Mobile:	

**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](mailto: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>.

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

**Important:** 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.

**Important:** 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.

**Section 2 – Company Details** - this section is only required if applying as a company

Company directors name(s):			
ACN:			
Contact person’s name:			
Phone:		Mobile:	

Current Australian Securities & Investment Commission (ASIC) company extract is attached

**Section 3 – Incorporated Association Details**

Management committee name(s):			
Contact person’s name:			
Phone:		Mobile:	

Evidence of Incorporated Association registration and management committee details

**Section 4 – 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 5 – Current License Details - to be completed for a licence transfer

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

Owner(s) name:	

**Important:** 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.

Site address:			
		Post code:	
Postal address: (if applicable)			
		Post code:	
Trading name:			
ABN / ACN:			
Email:			
Business phone:		Mobile:	

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

Date of settlement:	
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**Important:** 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.

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

Signature(s):		Date:	
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## Section 6 – Amendment

Detail the nature of the amendment:


## Section 7 - Caravan or Camping ONLY

Why is the accommodation required:	

Number of people using the accommodation:

## Section 8 - Attachments

Relocatable Home Park / Camping Ground – Documents to be included with this application:

- Register of residents
- 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 / camping ground
- 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, number and types of sanitary facilities
    - location and number of laundries
    - water supply system
    - plumbing and drainage plan, including water outlets
    - location and number of approved relocatable, caravan and tent sites within the operation relocatable home park / camping ground
    - all ancillary facilities
    - fire safety installations
    - sewerage system
    - electrical system plan
    - location and type of onsite sewerage facilities and wastewater disposal system (if not on town/reticulated sewer system).

Accommodation – Documents to be included with this application:

- Register of residents
- 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

Plans and specifications:

- Site plan (1:100 scale), including:
  - location of the building(s)
  - tenancy subject to the application
  - car parking
  - landscaped areas
  - external toilets
  - vehicle access.
- Floor plan (1:50 scale), including:
  - method of lighting and ventilation
  - the location of sanitary facilities and their type
  - location, type and specification of fire-fighting equipment
  - proposed use of each bedroom 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
  - location and type of 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 and fire evacuation procedures.

Evidence of *Planning Act 2016* approval – Written advice or DA permit

Evidence of *Building Act 1975* approval - Permits

## Section 9 – 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 <input type="checkbox"/> NO	<input type="checkbox"/> YES <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 <input type="checkbox"/> NO	<input type="checkbox"/> YES <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 <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

I understand that I cannot commence operating until such time as I hold a valid licence issued under *Local Law No. 9 (Licensing) 1999*.

YES  
 NO

YES  
 NO

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

## Section 10 - Fees (not subject to GST)

Application Type	Fee
Application to amend an existing licence	\$ 549.00
Transfer of licence (change of name details only)	\$ 383.00
<b>Licence Fees</b>	
Relocatable Home Park/Camping Ground/Caravan Park new licence application (includes design approval) + licence fee	\$ 937.00 + \$937.00*
Accommodation Premises new licence application (includes design approval) + licence fee	\$ 690.00 + \$524.00*
Replacement of licence	\$ 33.00




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. A merchant surcharge fee of 0.34% 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. A merchant surcharge fee of 0.34% 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> 150 Wembley Road, Logan Central <b>Beenleigh</b> - 105 George Street, Beenleigh <b>Jimboomba</b> - 18-22 Honora Street, Jimboomba

Phone: 07 3412 3412  
Email: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au)