

Local Law Licence Application

New Licence / Amendment / Transfer - Commercial Swimming Pools

2023/2024 Financial Year

I / we apply for (*please tick*):

- New Licence (s1, 2, 5, & 6) Amendment (s1, 2, 4, 5, & 6)
 Transfer of licence (s2, 3, 5 & 6)

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

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

Signature/s: Date:

PRIVACY COLLECTION NOTICE: Council is collecting your personal information to be able to provide services and information in accordance with Council's 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>.

Section 2 - Site details

Trading as:

Number: Street:

Suburb: Postcode:

Real Property Description: Lot RP

Owner of property:

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

Signature/s: Date:

Section 3 - Licence transfer (Current 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.

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/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 to the design or lay out of the existing premises a transfer application **cannot be made**, a new application is required.

(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 – Amendment

Detail the nature of amendment:

Section 5 – Attachments

Documents to be included with this application: *(please tick)*

- Site management plan: refer to the Water Quality Guidelines for Public Aquatic Facilities
- If applying as a company, attach current company extract from the Australian Securities & Investment Commission (ASIC)
- Noise management plan for pumps and filtration systems
- Site plan (1:100 scale) indicating the location of the building(s), tenancy subject to the application, car parking, landscaped areas, external toilets
- Floor plan (1: 50 scale) indicating:
 - layout, including exits, seating areas and all facilities
 - the location of sanitary facilities and their type
- Plans and specifications detailing the pool layout, construction and filtration and disinfection/circulation systems
- Documented details of the proposed inspection, monitoring and management programs

Section 6 – Fees (not subject to GST)

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

Application Type	Fee
New licence application (includes design approval and licence)	\$595.00 + amount equal to the applicable licence fee
Application to amend an existing licence	\$500.00
Application to transfer a licence	\$156.00
Commercial pools licence fee	\$439.00

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).

Bona 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

Phone: 07 3412 3412
Email: council@logan.qld.gov.au