

Operation of shared facility accommodation application



Postal Address
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Fees listed are applicable 1 July 2018 – 30 June 2019

ABN: 92 967 232 136

Applicant details:

- If applicant is an individual - complete Section A If applicant is a company - complete Section B
 If application is an Incorporated Association - complete Section B

Section A - Individual application

Mr Mrs Ms Miss

First name: Surname:

Address (not a PO Box):

ABN (if applicable):

Postal address:

Email address:

Home number: Mobile phone: Work phone:

Note: Contact numbers which you provide may be used to update council's records.

Section B - Company or Incorporated Association application

Legal name:

ABN/ACN:

Email address:

Registered address (not a PO Box):

Postal address:

Contact person details: Mr Mrs Ms Miss

Contact person name:

Business number: Mobile phone: Work phone:

Note: Contact numbers which you provide may be used to update council's records.

Email address:

Subject property information:

Street address:

Real property description: Lot: Plan:

Trading name/business name:

Manager's name (if same as applicant write 'as above'):

Home number: Mobile phone: Work phone:

Note: Contact numbers which you provide may be used to update council's records.

Type of premises:

- Motel
 Hotel
 Home stay (B&B)
 Boarding house
 Hostel
 Backpacker's inn
 Serviced room/apartment
 Other:

Supporting information required to be submitted with this application:

- Application fee of \$174.00
 Written consent of the owner of the property to the application
 Copy of a certificate of compliance or other evidence that the application complies with the provisions of the *Planning Act 2016*
 A plan of the proposed premises drawn to an approved scale showing:
 - o The location of the building on the site including location of vehicle access and parking, areas for clothes drying and open recreation areas (Scale 1:200).
 - o The internal layout of the building showing all rooms, showers, hand-basins and toilets, the proposed function and use of each room and in the case of the bedrooms and dormitories the maximum number of beds proposed in each room with every bedroom or dormitory to be clearly numbered or otherwise designated. (Scale 1:100).
 - o The facilities to be provided for the use of the residents, details of emergency exits and fire fighting appliances, and all other details, specifications and information considered relevant to the application. Details of shared facilities including number of toilets; number of baths, showers and hand-basins; laundry facilities; dining facilities; cooking facilities
 A report from an appropriately qualified entity that the fire safety provisions of the Building Act 1975 or its successor, have been complied with
 Contact details of the onsite or offsite manager or other responsible person, in the event of an emergency.

Customer summary:

I acknowledge the information provided in this application is, to my knowledge not false or misleading. I understand that an annual fee is applicable to this licence.

Signature: Date:

Office use only

CSO: _____ Licence number: _____
 Receipt number: _____ Amount: _____ Date: _____

Privacy statement

Moreton Bay Regional Council is collecting your personal information for the purpose of assessing your application for the display of a shared facility accommodation.

Payment options:

In person – Present this form at any of the Moreton Bay Regional Council Customer Service Centres:
Caboolture: 2 Hasking Street, Caboolture | **Strathpine:** 220 Gympie Road, Strathpine | **Redcliffe:** Irene Street, Redcliffe
By mail – **PO Box 159, CABOOLTURE QLD 4510.**
 Please make all cheques/money orders payable to Moreton Bay Regional Council.

All approvals will be subject to the following conditions:

- The maximum number of persons to be accommodated in the premises, or a specified part of the premises, in accordance with the stamped plan (the approved plan), and at no time is any room or other area not designated on the approved plan as a bedroom or dormitory, to be used for sleeping purposes;
- The maximum number of beds to be provided in each room of the premises or a specified part of the premises as calculated under the provisions of section 6.1(h) and stated on the approved plan;
- The operator/manager or nominated representative must ensure that at no time there are more persons occupying any room than that stated in the approval, and denoted on the approved plan;
- The premises including all fittings and fixtures, is to be fully maintained;
- The operator of the premises must obtain approval from the local government prior to undertaking any modifications or maintenance involving building works on the premises. All such work is to be carried out in accordance with the Building Act 1975, or its successor;
- Fire prevention, fire detection and fire suppression and control devices are to be installed and maintained, to ensure compliance with the Building Act 1975 or its successor;
- Clearly display an approved and up to date evacuation plan, together with the nominated assembly areas clearly displayed in each bedroom, dormitory and common living room;
- Regularly clean all common areas of the premises, on at least a 7 day turnaround, or upon the change of occupancy of any sole occupancy room; and
- Conduct an annual fumigation or other treatment of the premises to keep the premises free of vermin, insects and other pests. The work is to be undertaken by a registered pest controller and the relevant certificate is to be maintained on the premises and made available upon the request of an authorised person; and
- The operator/manager, or a nominated representative of the operator approved by the local government, must reside on the premises. The name and contact number of the manager or other representative, is to be supplied to the local government, and updated when and as required. The emergency contact details are to be clearly displayed at the premises at all times; and
- Require the operator/manager or nominated representative must keep specified records, such as an approved accommodation register of all tenants on the premises. The register is to contain at least the following details:
 - the full name of the occupant;
 - permanent or usual residential address of the occupant;
 - the occupant's signature;
 - dates the occupant checked in and out;
 - room and bed number allocated to the occupant;
 - the registration number of any vehicle (if applicable); and
- The operator/manager or nominated representative must not allow a bed to be occupied by any person who has failed to have their particulars registered in the accommodation register; and
- The operator/manager or nominated representative must ensure that no time, any place listed below, is, or is likely to be obstructed so as to hinder the free passage of persons, entering, exiting, occupying or using the premises:
 - doorway
 - stairway;
 - stair landing;
 - fire escape;
 - path of travel;
 - window;
 - passageway;
 - other area intended for common use; or
 - fire appliance installation.