

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.qld.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.

This permit is not required for a hotel/motel, public housing, hospital/nursing home, residential college or boarding house, religious institution, community titles scheme, or private home with no more than 3 boarders.

<input type="checkbox"/> New – 1-10 rooms	Application Fee + Annual Licence Fee
<input type="checkbox"/> New – 11+ rooms	Application Fee + Annual Licence Fee
<input type="checkbox"/> Amendment	Application Fee only
<input type="checkbox"/> Transfer (change of licensee)	Transfer Fee only

LICENCEE / APPLICANT DETAILS

If applicant is a corporation,
insert corporation name and
ACN.

If applicant is an individual/s
insert details here

To be completed for all
applications.

APPLICANT 1

Corporation name: ACN:

Name: Position:

OR

Mr Mrs Ms Miss Other (specify)

Family name

Given names

APPLICANT 2

Mr Mrs Ms Miss Other (specify)

Family name

Given names

Postal address for delivery
of correspondence
associated with this licence.

Postal address

Locality / Suburb State Postcode

Phone Number Mobile Number

Fax Number Email

PROPERTY OWNER DETAILS

If the applicant is not the
owner of the premises, this
section MUST be filled out.

Contact person

Postal address

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 / /

DECLARATION	<i>I declare that to the best of my knowledge after having undertaken reasonable enquiries and investigations, the premises are –</i>	
	<ul style="list-style-type: none"> • Structurally sound and in a state of good repair, and • Clean and free from vermin and insects. 	
	<i>I declare the information provided in this application to be true and correct.</i>	
APPLICANT ONE	Signature _____	Date _____ / _____ / _____
APPLICANT TWO	<i>I declare the information provided in this application to be true and correct.</i>	
	Signature _____	Date _____ / _____ / _____
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 <i>Information Privacy Act 2009</i>		

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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 of 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.*

- 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) metre.
- 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.

GENERAL
REQUIREMENTS

BEDS AND
DORMITORIES

KITCHEN FACILITIES

DINING ROOM

<p>COMMON LIVING ROOMS</p>	<ul style="list-style-type: none"> • 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 – <ul style="list-style-type: none"> ○ A passage way; or ○ A fire access way; or ○ A non-habitable room.
<p>TOILETS AND ABLUTION FACILITIES LAUNDRY FACILITIES</p>	<ul style="list-style-type: none"> • 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) washing machine per 15 people.
<p>OFFICE</p>	<ul style="list-style-type: none"> • Every premises to have a clearly designated office. • An emergency telephone service to be available when the office is closed.
<p>REFUSE DISPOSAL</p>	<ul style="list-style-type: none"> • 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.
<p>MAINTENANCE</p>	<ul style="list-style-type: none"> • 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.
<p>STORAGE</p>	<ul style="list-style-type: none"> • 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.
<p>FIRE SAFETY</p>	<ul style="list-style-type: none"> • Fire prevention, fire detection and fire suppression and control devices to be installed to ensure compliance with the <i>Building Act 1975</i>.
<p>ACCOMMODATION REGISTER</p>	<ul style="list-style-type: none"> • A register is to be kept with details – <ul style="list-style-type: none"> ○ 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.
<p>DUTIES OF THE OPERATOR</p>	<ul style="list-style-type: none"> • 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. • The operator or a representative of the operator be available for emergency contact at night.