



Hotel or Motel Approval

Mackay Regional Council Local Law No. 1 (Administration) 2011
Mackay Regional Council Local Law No.7 (Rental Accommodation other than Shared Facility Accommodation) 2011
Subordinate Local Law No. 7 (Rental Accommodation other than Shared Facility Accommodation) 2011
Subordinate Local Law No. 1.17 (Rental Accommodation other than Excluded Accommodation) 2011

IS THIS APPLICATION (PLEASE <input checked="" type="checkbox"/> RELEVANT BOX)	<input type="checkbox"/> NEW APPLICATION OR
	<input type="checkbox"/> AMENDMENT – CHANGE TO OPERATION (eg but not limited to, an increase in room numbers). OR
	<input type="checkbox"/> TRANSFER
	<p>In order for your application to be assessed you must:</p> <ul style="list-style-type: none"> • Complete all relevant sections; • Provide all supporting information referred to on this form, and • Submit with the relevant fee <p>➤ FOR A NEW APPLICATION Complete ALL SECTIONS and provide supporting information.</p> <p>➤ FOR AN AMENDMENT (CHANGE TO OPERATION) Complete ALL SECTIONS and provide all supporting information.</p> <p>➤ FOR A TRANSFER Complete SECTIONS A, B AND D.</p> <p>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.</p>
SECTION A Contact person for business if not the applicant and/or if the applicant is a company Current approval holder’s name and signature is required if transferring approval	APPLICANT DETAILS
	Full Name of Applicant/s
	Applicant/s Postal Address
	Trading Name
	ABN
	Business Address
	Real Property Description
	Business Phone
	Fax
	After Hours Phone
	Email Address
	Full Name of Contact Person
	Email Address
	Contact Phone Number
	If transferring, current approval holder’s name and signature:
Full Name of Current Approval Holder	
Signature of Current Approval Holder	

SECTION B The number of rooms to be used as part of the approval	OPERATION DETAILS	
	Hotel	(Please complete number of rooms where applicable)
	Motel	(Please complete number of rooms where applicable)
SECTION C	ATTACHMENTS	
	<p>You must provide:</p> <ol style="list-style-type: none"> A plan of the proposed Hotel <input type="checkbox"/> or Motel <input type="checkbox"/> (please tick <input checked="" type="checkbox"/>) drawn to scale showing:- <ul style="list-style-type: none"> Layout and identification of all rooms to be used as part of the approval. Evidence that approvals have been obtained for each of - Town Planning, Building, Plumbing and Trade Waste as required. If you believe that any one, or all, or these approvals are not required to support this application, you must provide appropriate evidence (eg written evidence in support of your claim). Certificate of compliance issued under the <i>Fire and Rescue Service Act 1990</i>. If the operation of this approval incorporates the provision of a swimming pool for the use of guests, you are also required to make an application to operate a public swimming pool. If the operation of this approval incorporates the preparation of food for sale, a food business licence is also required. 	
SECTION D	APPLICANT CONSENT	
	<p>I declare the information provided in this application to be true and correct.</p> <p style="text-align: center;">Signature _____ Date _____</p> <p><small>Mackay Regional Council is collecting this information in order to process your Application. If required, Council may provide your details to a collection agency that has been employed by Council for the recovery of unpaid fees. In all other circumstances, this information will only be disclosed to a third party with your written authorisation or as required by law.</small></p>	

Office Use Only	
Cashiers Ref No : LC/H&RS/PP _____	Date _____
Amount _____	File No _____
Receipt No _____	Cashier _____