

All fees must be paid when making an application

I/we make application for (please tick):

☐ **Design Assessment**

(this is a prerequisite to new licence applications it doesn't apply to temporary camping grounds or temporary home permits)

☐ **Licence or Permit**

☐ **New Public Swimming Pool Licence**

☐ **New Entertainment Venue Licence**

☐ **New Camping Ground/Caravan Park Licence**

☐ **New Temporary Camping Ground Licence** (design assessment not required)

☐ **New Temporary Home Permit** (design assessment not required)

☐ **Transfer of Existing Licence** (not applicable to temporary home permits or temporary camping ground licences)

☐ **Replacement of Existing Licence or Permit**

☐ **Renewal of Licence** (for entertainment venue, camping ground, caravan park or public swimming pool)

Existing Licence Number: (not applicable to temporary home permits)

☐ **Amendment to Licence or Permit**

Existing Licence Number:

☐ **Tax Invoice to be Issued**

For Entertainment Venues please specify type of venue, operating hours and number of attendees

Maximum number of attendees: Operating hours:

Venue type (tick box):

☐ **Indoor Sports and Recreation**

☐ **Cinema**

☐ **Halls** (greater than 250m²)

☐ **Theatre**

☐ **Halls** (less than 250m²)

☐ **Art Gallery, Museum**

☐ **Outdoor Entertainment Venue** (bazaar, flea market, fair ground)

☐ **Outdoor Entertainment Venue** (driving range, riding school)

☐ **Amusement Parlour** (billiard saloon, games centre)

Note: For all new applications (excepting temporary home permits and temporary camping licences) both a design assessment and a licence application must be lodged. Temporary home permits only lodge a permit application. Temporary camping ground licences only lodge a licence application. Design applications are to be lodged prior to construction, associated licence applications are required at the end of the construction phase and at least 10 business days prior to the intended opening.

Address where the licensable or permitted activity is to be carried out, street address or RP description of the land		
Unit No:	Street No:	Street:
Suburb:		State: Postcode:

Applicant(s) Details

Individual(s) full name. Person/s applying to be the new licensee.

Title	Surname/Family name	First name	Middle name

Corporation's/incorporated association's full name: (Corporation/incorporated association applying to be a new licensee)	NOTE: For a trust, the applicant must be the trustee of the trust

ACN/ABN:	
----------	--

Registered address for the ABN (not a PO Box)		
Unit No:	Street No:	Street:
Suburb:		State: Postcode:

Postal address (if same as registered address insert 'as above')		
PO Box:	Suburb:	Postcode:

Business/trading name:	Contact name:
------------------------	---------------

Contact details		
Contact persons name:		
Business phone:	Business fax:	Business mobile:
Email:	Home phone:	
Owner of premises (if different from applicant):		
Address of owner:		

Owner's consent to application (or attach separate written consent)	Signature:	Date:
--	------------	-------

Agent/Consultant

If an agent or consultant is assisting you with this application, please authorise them so we can discuss your application directly with them.

- ☐ I the applicant give written consent that the agent or consultant nominated below is authorised to correspond with Council about the application.

Title:	Name:	
Address:		
Business phone:	Business fax:	Business mobile:
Email:		

Applicant 1	Signature:	Date:
Applicant 2	Signature:	Date:

Temporary Home Application

Applicable Criteria:

1. Occupation of a caravan on land containing a permanent residence to be occupied by a person caring for an incapacitated person
2. Occupation of the temporary home during the construction/renovation of a permanent residence where the residence cannot be occupied for the period that construction is carried out. Permanent occupation of the residence will commence or recommence at the end of the construction period.
3. Temporary home permits are not renewed as the purpose is temporary occupation ie for a limited time period.

Details for which occupation is required:		
Maximum number of applicants	Adults:	Children:

Details of toilet, bathing, laundry, water storage and refuse facilities to be provided:

Details of the current development permit for a permanent residence (if applicable):

Details of the materials out of which the temporary home is (or is to be) constructed and other structural details of the temporary home:

Mandatory information required for new applications, all application types:

- ☐ Address of the site where the caravan park, camping ground, entertainment venue, swimming pool or temporary home is located. Include real property description.
- ☐ One copy of the layout plan showing the location of the facilities for the caravan park, camping grounds, entertainment venue, swimming pool or temporary home must accompany the application.
- ☐ One copy of the site plan, drawn to scale not less than 1:100, showing the premises' location, waste storage, car parking, staff and public toilet facilities and adjacent land uses.
- ☐ One copy of a floor plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).
- ☐ One copy of sectional elevations, drawn to scale not less than 1:50, showing a side on view of the walls of the premises and should indicate the height of structures, benches, including fixtures, fittings and equipment.

Plans must:

- include boundaries of the property
- internal boundaries of existing or proposed buildings
- caravan or camping sites (for caravan or camping applications)
- other existing or proposed fixtures or facilities within the site boundaries
- location of the swimming pool and pool fence details or temporary home (for swimming pool and temporary home applications),
- be to scale

If permits or approvals under another law are required to construct, install or operate the buildings, structures or facilities necessary for the establishment or operation of the activity, a copy of the permits or approvals.

Specific additional mandatory information for new applications, specified application types:

Camping ground applications also require the following:

- Details of water quality, reticulation and drainage,
- Details of the facilities for sanitation, washing, laundry, cooking, and recreation to be provided for campers.

Caravan park applications also require the name and address of the proposed resident manager of the caravan park, and the proposed resident managers written agreement accepting the responsibilities of resident manager of the caravan park.

Swimming pool applications must include the following:

- proposed hours that the pool will be open to the public,
- details of the nature and extent of the public use that is proposed by the applicant, including any training programs intending to be conducted,
- details of the proposed management and supervision of the swimming pool (including the qualifications and experience of the proposed manager/s and supervisor/s).
- details of the disinfection, filtration and recirculation system to be used in the public pool,
- details of fencing to be provided to the public pool,
- details of facilities provide at the public pool such as change rooms and toilets

Entertainment venue applications must include a detailed statement of the nature of the public entertainment to be provided at the entertainment venue and when the entertainment venue is to be open to the public and a copy of their Public Liability Insurance Certificate.

Amendment or Replacement or Transfer of Permit or Licence

AMENDMENT

Current licence number:

This application must be accompanied by:

☐ Your current licence

Please provide details of your requested amendment(s):

Please note that depending on the nature of your requested amendment(s), further information or application(s) may be required. If this is the case, you will be contacted and advised of these requirements.

REPLACEMENT

Current licence number:

This application must be accompanied by:

☐ Your current licence if damaged

Please provide the circumstances in which the licence was damaged, destroyed, lost or stolen:

TRANSFER

Not applicable to temporary home permits or temporary camping ground licences

Transfer for a commercial licence

(must be completed by **both** existing and new licensee)

I the existing owner make this application and give consent to the transfer of the existing licence.

Existing licence number: _____

Existing owner/s name: _____

Existing licensee please sign here: _____ Date: _____

The existing licensee must obtain the written consent of the person to whom the licence will be transferred.

New owner/s name: _____

New owner please sign here: _____ Date: _____

New owner's ABN or ACN details: _____

If the existing licensee is not the owner of the land, owner's consent must also be obtained.

Owner of the land please sign here: _____ Date: _____

Non-profit/Charitable Organisations

NON-PROFIT ORGANISATIONS

Non-profit organisation means an organisation that:

- (a) is not carried on for the profit or gain of its individual members; and
- (b) is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose

This application must be accompanied by:

- ☐ A statement signed by an office holder duly appointed by the non-profit organisation for the purpose of making representations for and on behalf of the organisation stating that:
 - the organisation is not carried on for the profit or gain of its individual members; and
 - the organisation is engaged in particular activities (as per those listed above); and
 - the organisation is not employing the services of an external agent or contractor to run the business.

Please note that it is offence to knowingly provide false or misleading information.

CHARITABLE ORGANISATIONS

Charitable organisation means a charitable organisation or entity recognised by the Office of Fair Trading, Queensland and/or the Australian Tax Office.

This application must be accompanied by:

- ☐ A printed extract from the ACNC register demonstrating their registration as a non profit group - Acnc.gov.au/

FEES

Subject to submission of sufficient evidence of status as a non-profit or charitable organisation, you will qualify for reduced fees for your application.

PLEASE NOTE – If insufficient evidence is submitted to support this claim, you will be required to pay the full fee prior to your application being processed. The reduced fees DO NOT APPLY to agents or contractors of charitable or non-profit organisations.

Notes in relation to electronic submissions

Council is transferring to a paperless system. Applicants making electronic submissions must attach files in a pdf file format. All file attachments, especially drawings, must be clear and legible. If these criteria are not met then Council will not be able to commence processing the application until data clarity issues are resolved.

Payment Options

Cheque (make payable to Ipswich City Council), Cash, Money Order or Credit Card	
Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Card Number:	
Expiry Date: /	
Cardholder's Name:	
Cardholder's Signature:	
Amount Authorised:	\$

Lodgement

Please lodge your completed application to:

In person:	Post to:	Email:
Ipswich City Council Customer Service Centre 143 Brisbane Street Cnr Ipswich City Mall, Ipswich	Ipswich City Council PO Box 191 IPSWICH QLD 4305	council@ipswich.qld.gov.au