

1. Applicant Details

Applicant Name:	
Applicant Signature:	
	<input type="checkbox"/> or select x in the box, as confirmation of applicant's consent / declaration
Postal Address:	
Email:	
Contact Number:	

2. Premises Address for Short Stay Letting

Unit No./ Street No, Street, Suburb & Postcode:	
Lot Plan Description	
Website/Social Media details or Promoting Premises	
Existing Short Stay Letting / Home Hosted Application / Approval No.	(NOTE: please include the current application/ approval number above)

3. Owner's Consent (if same as Applicant write "As Above")

Owner Name & Address:	
Owners Email Address:	
Owner's Signature:	
	<input type="checkbox"/> or select x in the box, as confirmation of owner's consent / declaration

4. Proposed Change(s) to Short Stay Letting Approval

<input type="checkbox"/>	Transfer approval to new property owner – please also complete 4.1, 4.1.1 and 4.3 below. NOTE: If you have recently purchased the property, Council's records may not be updated to reflect the new owner's details. Therefore, proof of purchase / ownership is required.
<input type="checkbox"/>	Contact Person – please also complete 4.1, 4.1.1 and 4.3 below
<input type="checkbox"/>	Short Stay Letting Approval Type – please also complete 4.2 and 4.3 below
<input type="checkbox"/>	Other Changes (please include a description of changes below and attach any relevant documentation to support the requested change)

Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

4.1. Contact Person Responsible for Managing Property and Dealing with Complaints

Contact Person Name: Business Hours 8:00AM – 5:00PM	
Contact Person Address:	
Contact Person Email:	
Contact Person Phone No. During Business Hours:	
Contact Person Name After Hours 5:00PM – 8:00AM (if different to Contact Person Name above):	
Contact Person Phone No. After Hours (if different to Contact Person Phone No. above)	
Contact Person Email After Hours (if different to Contact Person Email above):	
Contact Person Address After Hours (if different to Contact Person Address above):	

4.1.1 Confirmation of Contact Person Requirements

<input type="checkbox"/>	Available 24 hours 7 days a week
<input type="checkbox"/>	Located within 20 km radius of premises
<input type="checkbox"/>	Responsible for supervision, management of premises, guest queries and complaints

4.2 Confirmation of Lawful Use of Premises

<input type="checkbox"/>	Complies with development approval and conditions of approval; or
<input type="checkbox"/>	Complies with accepted development or accepted development subject to requirements of Noosa Plan 2020; or:
<input type="checkbox"/>	Existing lawful use rights exist – evidence attached (e.g. written advice confirming existing use rights from Council, list of all bookings including dates of each booking, number of guests and reservation details prior to 31 July 2020 etc.)
<input type="checkbox"/>	Superseded planning scheme approval has been issued under The Noosa Plan 2006.

Short Stay Letting Type	Requirements under Noosa Plan 2020
<input type="checkbox"/> Short stay letting of dwelling house	<input type="checkbox"/> Premises has existing use rights -short stay letting commenced prior to 31 July 2020 demonstrating a consistent pattern of use prior to this date –evidence attached; or
	<input type="checkbox"/> Approval has been issued for short term accommodation under Noosa Plan 2020
<input type="checkbox"/> Short stay letting of dwelling house no more than 4 times and 60 days per year	<input type="checkbox"/> Premises is your principal place of residence
	<input type="checkbox"/> No more than one dwelling is let on the site at any time (cannot let dwelling house and secondary dwelling separately)

	<input type="checkbox"/>	Premises is occupied by guests for no more than 4 occurrences and no more than 60 days in any calendar year
	<input type="checkbox"/>	No more than 5 bedrooms are available for letting
<input type="checkbox"/> Short stay letting of entire duplex or multiple dwelling	<input type="checkbox"/>	Duplex, or multiple dwelling was approved prior to February 2006 and the approval permits use for visitor accommodation; or
	<input type="checkbox"/>	Approval has been issued for short term accommodation under The Noosa Plan 2006 or Noosa Plan 2020
<input type="checkbox"/> Short stay letting of entire duplex or multiple dwelling no more than 4 times and 60 days per year	<input type="checkbox"/>	Premises is your principal place of residence
	<input type="checkbox"/>	Premises is occupied by guests for no more than 4 occurrences and no more than 60 days in any calendar year
	<input type="checkbox"/>	In the case of the High Density Residential zone, the dwelling is not located on a site adjoining or over the road from land within the Major Centre Zone at Noosa Junction or the Noosa Business Centre.

4.3 Confirmation of Safe Use of Premises

<input type="checkbox"/>	Premises will not be used for a party house as defined in the <i>Planning Act 2016</i>
<input type="checkbox"/>	Premises is lawfully constructed and classified for its purpose under the <i>Building Act 1975</i> <i>Note: A detached dwelling used for short stay letting or home hosted accommodation may require a change in building classification to a Class 1b. Contact a building certifier to ensure you have the correct building classification.</i>
<input type="checkbox"/>	Current pool safety certificate has been issued by a QBCC licensed pool safety inspector or equivalent. Attach copy of certificate.
<input type="checkbox"/>	Current electrical safety certificate of compliance has been issued by a licensed electrical contractor for each. Attach copy of certificate.

Note: By selecting x in the box, the owner / applicant confirms compliance with the relevant requirements and holds the relevant safety certificates.

Declaration of Owner / Applicant

I/We, the owner / applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with Council. Should any of the details given in relation to this application be changed in the future, the applicant shall advise Council in writing prior to any such change being implemented

Signature	Date
<input type="checkbox"/> OR click x in the box, as confirmation of applicant's consent / declaration	

Note to applicant:

Please ensure sufficient details (e.g. plans and or documents) are submitted with your application. Council will contact you if further information is required however, this will delay the processing of your application. Please note that fees apply.

OFFICE USE ONLY

Application No:	Amount Paid	Date Paid	Receipt No.	Initial	Date Stamp
Completed by:				Date:	