

1. Applicant Details

Applicant Name:	
Applicant Signature:	
	☐ 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:	
Website/Social Media details or Promoting Premises:	

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

Owner Name & Address:	
Owners Email Address:	
Owner's Signature:	
	☐ or select x in the box, as confirmation of owner's consent / declaration

4. Short Stay Letting Application Details

4.1 Application Type

☐	Short stay letting of dwelling house
☐	Short stay letting of your Principal Place of Residence (House) no more than 4 times and 60 days per year
☐	Short stay letting of dwelling unit(s) within a duplex or multiple dwelling development
☐	Short stay letting of your Principal Place of Residence (Unit) within a duplex or multiple dwelling development no more than 4 times and 60 days per year

4.2 Document & Material Requirements (Please note documents required under 4.2 are mandatory and are required to be submitted with this form)

	Floor plan – showing use of each room and number of persons to be accommodated in each bedroom
	Site plan - Showing location of all buildings, swimming pool, Spas, outdoor entertaining, car parking adjoining windows and door opening.

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.

	Premises will not be used for a party house as defined in the <i>Planning Act 2016</i>
	Written confirmation that the premises is lawfully constructed and classified for its purpose under the Building Act 1975 as outlined in <i>Noosa Shire Council Subordinate Local Law No. 1 (Administration) 2015, schedule 21A, section 3 (g)(i)(ii)</i>. <i>Note: Written confirmation is to be provided by a suitably licensed Building Certifier. The Building Certifier is to review existing building permits and determine if the proposed accommodation use is consistent with the existing building permits. In some circumstances, it may be necessary to obtain a further building permit in order to achieve compliance (eg change of classification).</i>
	Current pool safety certificate issued by a QBCC licensed pool safety inspector or equivalent. Note: To check if a pool has been registered with the QBCC, please go to https://my.qbcc.qld.gov.au/myQBCC/s/pool-register (please provide a copy of current certificate) .
	Current electrical safety certificate of compliance, issued by a licensed electrical contractor, for the smoke alarms installed at the premises. (please provide a copy of current certificate) .

4.3 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):	

4.3.1 Confirmation of Contact Person Requirements

	Available 24 hours 7 days a week
	Located within 20 km radius of premises
	Responsible for supervision, management of premises, guest queries and complaints

4.4 Confirmation of Lawful Use of Premises

	Complies with development approval and conditions of approval; or
	Complies with accepted development or accepted development subject to requirements of Noosa Plan 2020; or:
	Existing lawful use rights exist – evidence attached (eg 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.)

☐	Superseded planning scheme approval has been issued under The Noosa Plan 2006 – and short stay letting commenced within the 6 year currency period of this approval and the use continued regularly thereafter – evidence attached.		
Short Stay Letting Type		Requirements under Noosa Plan 2020	
☐ Short stay letting of dwelling house	☐	Premises has existing use rights -short stay letting commenced prior to 31 July 2020 demonstrating a consistent pattern of use prior to this date and the use continued regularly thereafter – evidence attached; or	
	☐	Approval has been issued for short term accommodation under Noosa Plan 2020 – and short stay letting commenced within the 6 year currency period of this approval and the use continued regularly thereafter – evidence attached.	
☐ Short stay letting of dwelling house no more than 4 times and 60 days per year Please provide supporting documentation: Copy of Driving Licence and Proof of Electoral Enrolment	☐	Premises is your principal place of residence	
	☐	No more than one dwelling is let on the site at any time (cannot let dwelling house and secondary dwelling separately)	
	☐	Premises is occupied by guests for no more than 4 occurrences and no more than 60 days in any calendar year	
	☐	No more than 5 bedrooms are available for letting	
☐ Short stay letting of entire duplex or multiple dwelling	☐	Duplex, or multiple dwelling was approved prior to February 2006 and the approval permits use for visitor accommodation; or	
	☐	Approval has been issued for short term accommodation under The Noosa Plan 2006 or Noosa Plan 2020 – and short stay letting commenced within the 6 year currency period of this approval and the use continued regularly thereafter – evidence attached.	
☐ Short stay letting of entire duplex or multiple dwelling no more than 4 times and 60 days per year Please provide supporting documentation: Copy of Driving Licence and Proof of Electoral Enrolment	☐	Premises is your principal place of residence	
	☐	Premises is occupied by guests for no more than 4 occurrences and no more than 60 days in any calendar year	
	☐	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.	

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
☐ OR click x in the box, as confirmation of applicant's consent / declaration	
Note to applicant: <i>Please ensure sufficient details (eg 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.</i>	