Change to Short Stay Letting Application Form

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:	
Existing Short Stay Letting/ Home Hosted Application/ Approval No:	

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	
☐	Transfer approval to new property owner – please also complete 4.1, 4.1.1 and 4.3 below
☐	Contact Person – please also complete 4.1,4.1.1 below and 4.3 below
☐	Short Stay Letting Approval Type – please also complete 4.2 and 4.3 below
☐	Other Changes (please include a description of changes below and attach any relevant documentation to support the requested change)

Privacy - *Noosa Shire Council will only use the personal information collected for the intended purpose, to remain in contact with you regarding your application and the legitimate functions and services of Council. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Access to your personal information will only be provided to appropriate Council employees and authorised officers. Your personal information will only be disclosed to authorised third parties if required to complete your application, or if required to do so by law, and will not be transferred outside of Australia. If you do not provide your personal information, we may not be able to process or respond to your application. Your personal information is handled in accordance with Council's Privacy Policy and contains details on how to request access to your personal information and complain if you believe there has been a breach of the Queensland Privacy Principles in the Information Privacy Act 2009 (Qld). If you have any questions regarding how your personal information will be handled, contact us on the details provided at the bottom of this page*

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

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

4.2 Confirmation of Lawful Use of Premises (ONLY COMPLETE IF CHANGING APPLICTION TYPE)

☐	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.

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
☐ Short stay letting of dwelling house no more than 4 times and 60 days per year	☐	Premises is your principal place of residence
Please provide supporting documentation: Copy of Driving Licence and Proof of Electoral Enrolment	☐	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
☐ 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.

4.3 Confirmation of Lawful Use of Premises

☐	Premises will not be used for a party house as defined in the *Planning Act 2016*
☐	Premises is lawfully constructed and classified for its purpose under the *Building Act 1975* *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.*
☐	Current pool safety certificate has been 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).**

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:

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.