

Application for Registration of a Holiday Home:

To	Local Government: City of Busselton			
Applicant/s	Family name:			
	Other names:			
	Postal address	No.:	Street name	
		Suburb		Post code
	Phone numbers: (H)		(W)	
	(Mob)		(Fax)	
	(Email)			
Land on which the Holiday Home is situated	Address: or Land Description:			
		Suburb	Postcode	
Name of Holiday Home <small>(if applicable)</small>				
No. of bedrooms proposed to be used for accommodation:				
Maximum number of occupants to be accommodated at any time in the holiday home:				
No. of onsite car parking bays available at the premises:				
Does the Holiday Home have a swimming pool?				
Evidence of required signage enclosed – refer to Page 3 for criteria				
Land owner/s <small>(1. Only necessary if applicant does not own the land referred to above). (2. Details to be provided in respect of each land owner. Attach extra pages if required).</small>	Family name:			
	Other names:			
	Postal address	No.:	Street name:	
		Suburb:		Postcode
	Phone numbers: (H)		(W)	
	(Mob)		(Fax)	
	(Email)			
Owner Declaration <small>(Making a false statement may be an offence).</small>	I/We declare that all details in this form are true and correct.			
	Signature of OWNER/S:		Date:	

***PLEASE NOTE: BOTH DECLARATIONS MUST BE COMPLETED IN DIFFERENT NAMES**

<p>Manager Declaration</p> <p>(Manager details must be completed and signed by Manager)</p>	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode
	Phone numbers: (H)		(W)
	(Mob)		(Fax)
	(Email)		
	<p>I declare that I accept the appointment of Manager of the abovementioned Holiday Home and</p> <p>i) have day-to-day management of the Holiday Home;</p> <p>ii) may be contacted at any time in any 24 hours; and</p> <p>iii) will respond, within a reasonable time but in any event within 12 hours, to any contact or request relating to the Holiday Home.</p>		
	Signature of Manager:		Date:
	Company Name & Contact Details (if applicable)		

<p>Acting Manager Declaration</p> <p>(Acting Manager details must be completed and signed by Acting Manager)</p>	Family name:		
	Other names:		
	Postal address	No.:	Street name:
		Suburb:	Postcode
	Phone numbers: (H)		(W)
	(Mob)		(Fax)
	(Email)		
	<p>I declare that I accept the appointment of Acting Manager of the abovementioned Holiday Home and</p> <p>i) will undertake all functions of the Manager during the following instances: _____ ;</p> <p>ii) have day-to-day management of the Holiday Home;</p> <p>iii) may be contacted at any time in any 24 hours; and</p> <p>iv) will respond, within a reasonable time but in any event within 12 hours, to any contact or request relating to the Holiday Home.</p>		
	Signature of Acting Manager:		Date:
	Company Name & Contact Details (if applicable)		

Notes

Development Approval Requirement

A Development Application for 'Change of Use' must be submitted with, or prior to submitting, this application for registration. Registration is only processed after approval granted and conditions satisfied.

Holiday Home Signage Requirement

Condition 8 of Conditions of Registration of a Holiday Home include the following criteria for signage:

- a) is visible from the street;
- b) displays a current telephone number upon which the Manager can be reached;
- c) is located solely within the subject site; and
- d) is no larger than 0.2m².

Checklist

The following must be included with every Application for Registration of a Holiday Home

- a) Completed Owner declaration by landowner/s
- b) Completed Manager and Acting Manager declaration

Schedule of Fees

The following fees are separate to the Development Application and annual registration renewal, these will be invoiced after application has been received:

- Application for Registration of a Holiday Home \$167.00
- Registration of a Holiday Home (pro rata applies) \$263.00