

Change of Manager / Acting Manager of a Holiday Home

To	Local Government	City of Busselton		
Land on which the Holiday Home is situated	Address: or Land Description:			
		Suburb	Postcode	
	Name of Holiday Home (if applicable)			
Land owner/s (Details to be provided in respect of each land owner. Attach extra pages if required.)	Family name:			
	Other names:			
	Postal address	No.:	Street name:	
		Suburb:		Postcode
	Phone numbers: (H)		(W)	
	(Mob)		(Fax)	
(Email)				
Owner Declaration (Making a false statement may be an offence).	I/We declare that all details in this form are true and correct			
	Signature of OWNER/S:		Date:	

MANGER/ ACTING MANAGER DECLARATIONS MUST BE COMPLETED IN DIFFERENT NAMES

Manager Declaration (Manager details must be completed and signed by Manager)	Family name:			
	Other names:			
	Postal address	No.:	Street name:	
		Suburb:		Postcode
	Phone numbers: (H)		(W)	
	(Mob)		(Fax)	
(Email)				

	I declare that I accept the appointment of Manager of the abovementioned Holiday Home and	
	i) have day-to-day management of the Holiday Home; ii) may be contacted at any time in any 24 hours; and iii) will respond, within a reasonable time but in any event within 12 hours, to any contact or request relating to the Holiday Home.	
	Signature of Manager:	Date:
Company Name & Contact Details (if applicable):		

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

Important Information

Please note that in the event where contact details change and it is necessary to modify details on the property's signage, the City requests a replacement sign be arranged and proof of installation submitted.

When erecting new signs for properties under your management, new signs must comply with the criteria specified in the Condition 8 as stipulated below;

- a. is legible 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.