

## Application for Registration of a Holiday Home:

<b>To</b>	Local Government: <b>City of Busselton</b>			
<b>Applicant/s</b>	Family name:			
	Other names:			
	Postal address	No.:	Street name	
		Suburb		Post code
	Phone numbers: (H)		(W)	
	(Mob)		(Fax)	
	(Email)			
<b>Land on which the Holiday Home is situated</b>	Address: or Land Description:			
		Suburb	Postcode	
<b>Name of Holiday Home</b> <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				
<b>Land owner/s</b> <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)			
<b>Owner Declaration</b> <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><b>Manager Declaration</b></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 <b>Holiday Home</b> 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><b>Acting Manager Declaration</b></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 <b>Holiday Home</b> 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 0.2m<sup>2</sup>.

### 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 \$162.00
- Registration of a Holiday Home (pro rata applies) \$255.00