

## Change of Manager / Acting Manager of a Holiday Home

To	Local Government	City of Busselton	
<b>Land on which the Holiday Home is situated</b>	Address:		
	or Land Description:		
		Suburb	Postcode
<b>Name of Holiday Home</b> (if applicable)			

<b>Land owner/s</b> (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)			
<b>Owner Declaration</b> (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:	

(see over)

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

<b>Manager Declaration</b> (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 <b>Holiday Home</b> 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 24 hours, to any contact or request relating to the Holiday Home.			
Signature of Manager:			
Company Name & Contact Details (if applicable):			

<b>Acting Manager Declaration</b> (Acting Manager details must be completed and signed by Acting 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 Acting Manager of the abovementioned <b>Holiday Home</b> and		
	i) will undertake all functions of the Manager during the following time periods: _____;		
	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 24 hours, to any contact or request relating to the Holiday Home.			
Signature of Acting Manager:			
Company Name & Contact Details (if applicable):			

**Fees**

Application to replace Manager / Acting Manager: \$36

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**Once submitted an invoice will be issued for payment**