

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?				
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**

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 24 hours, to any contact or request relating to the Holiday Home.		
	Signature of Manager:		
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:	Postcode
	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 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)			

Notes

A Development Application for 'Change of Use' must be submitted with, or prior to submitting, this application. This can be found on the City's website at www.busselton.wa.gov.au/Building-Planning/Planning-Services/How-do-I-apply/Planning-Information-Sheets (select Holiday Homes Information package).

Checklist

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

- a) Completed Development Application for 'Change of Use' (separate fees apply)
- b) Completed Manager and Acting Manager declaration – page 2 of this application
(must be different people and signed by both parties)

Fees

Note: The following fees are payable after the Development Application is approved – an invoice will be issued:

- Application for Registration of a Holiday Home \$150
- Registration of a Holiday Home (pro rata applies) \$235
- Renewal of Registration of a Holiday Home (ongoing fee charge annually) \$257