

Accommodation Registration



Applicant Details

Name Required Full name of applicant

Postal Address Required

Email Required

Contact Number Required

Add Another Applicant (Select 1 option) Required

- Yes (same contact details)
- Yes (different contact details)
- No

Skip this section if you selected 'No' in *Applicant Details > Add Another Applicant*

Applicant Two Details

Name Required Full name of applicant

Answer this question if you selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

Postal Address

Answer this question if you selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

Email

Answer this question if you selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

Contact Number

Enter another applicant (Select 1 option) Required

- Yes (same contact details as applicant one)
- Yes (different contact details to applicant one)
- No

Skip this section if you:

- selected 'No' in *Applicant Details > Add Another Applicant*

Or if you:

- selected 'No' in *Applicant Two Details > Enter another applicant*

Applicant Three Details

Name Required Full name of applicant

Answer this question if you selected 'Yes (different contact details to applicant one)' in *Applicant Two Details > Enter another applicant*

Postal Address

Answer this question if you selected 'Yes (different contact details to applicant one)' in *Applicant Two Details > Enter another applicant*

Email

Answer this question if you selected 'Yes (different contact details to applicant one)' in *Applicant Two Details > Enter another applicant*

Contact Number

Enter another applicant (Select 1 option) Required

- Yes (same contact details as applicant one)
- Yes (different contact details to applicant one)
- No

Skip this section if you:

- selected 'No' in *Applicant Details > Add Another Applicant*

Or if you:

- selected 'No' in *Applicant Three Details > Enter another applicant*

Applicant Four Details

Name Required Full name of applicant

Answer this question if you selected 'Yes (different contact details to applicant one)' in *Applicant Three Details > Enter another applicant*

Postal Address

Answer this question if you selected 'Yes (different contact details to applicant one)' in *Applicant Three Details > Enter another applicant*

Email

Answer this question if you selected 'Yes (different contact details to applicant one)' in *Applicant Three Details > Enter another applicant*

Contact Number

Accommodation Details

Answer this question if you selected 'No' in *Applicant Details > Add Another Applicant*

I hereby apply for the registration of premises situated (or to be situated) at Required

Answer this question if you:

- selected 'Yes (same contact details)' in *Applicant Details > Add Another Applicant*

Or if you:

- selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

We hereby apply for the registration of premises situated (or to be situated) at Required

ABN Number Required

Accommodation Classification (Select 1 option) Required

- Short Term Hostel
- Serviced Apartments
- Lodging House within Recreational Campsite
- Holiday House
- Chalet/s
- Cottage/s
- Bed and Breakfast
- Other

Other (please specify)

This information applies if you selected 'No' in *Applicant Details > Add Another Applicant*

Please enter my name in the Register as the Keeper of the Accommodation.

This information applies if you:

- selected 'Yes (same contact details)' in *Applicant Details > Add Another Applicant*

Or if you:

- selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

Please enter our names in the Register as the Keepers of the Accommodation.

Name of Accommodation Required

Description of Accommodation Required

Number of Buildings Used for Commercial Accommodation Required

Maximum Number of Storeys of Any Accommodation Building Required

Number of Buildings where more than Six (6) People may Lodge in a Particular Building Required

Will Guest Meals be Provided by the Manager/Keeper? (Select 1 option) Required

- Yes
- No

Will the Keeper Reside Continuously on the Premises? (Select 1 option) Required

- Yes
- No

Answer this question if you selected 'No' in *Accommodation Details > Will the Keeper Reside Continuously on the Premises?*

Manager Name Required

Answer this question if you selected 'No' in *Accommodation Details > Will the Keeper Reside Continuously on the Premises?*

Manager Occupation Required

Answer this question if you selected 'No' in *Accommodation Details > Will the Keeper Reside Continuously on the Premises?*

Manager Contact Number Required

Number of Family Members who will Reside on the Premises with the Manager/Keeper Required

This is a (Select 1 option) Required

- New Application
- Renewal

Answer this question if you selected 'Renewal' in *Accommodation Details > This is a*

Are the Number of Lodging Rooms the Same as the Previous Application? (Select 1 option) Required

- Yes
- No

Answer this question if you:

- selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*
- and selected 'Renewal' in *Accommodation Details > This is a*

Or if you:

- selected 'New Application' in *Accommodation Details > This is a*

Number of Bedrooms Used by Guests Required

Answer this question if you:

- selected 'Renewal' in *Accommodation Details > This is a*
- and selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*

Or if you:

- selected 'New Application' in *Accommodation Details > This is a*

Number of Laundries Used by Guests Required

Answer this question if you:

- selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*
- and selected 'Renewal' in *Accommodation Details > This is a*

Or if you:

- selected 'New Application' in *Accommodation Details > This is a*

Number of Toilets Used by Guests Required

Answer this question if you:

- selected 'Renewal' in *Accommodation Details > This is a*
- and selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*

Or if you:

- selected 'New Application' in *Accommodation Details > This is a*

Number of Urinals Used by Guests Required

Answer this question if you:

- selected 'Renewal' in *Accommodation Details > This is a*
- and selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*

Or if you:

- selected 'New Application' in *Accommodation Details > This is a*

Number of Bathrooms Used by Guests Required

Answer this question if you:

- selected 'New Application' in *Accommodation Details > This is a*

Or if you:

- selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*
- and selected 'Renewal' in *Accommodation Details > This is a*

Number of Baths Used by Guests Required

Answer this question if you:

- selected 'New Application' in *Accommodation Details > This is a*

Or if you:

- selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*
- and selected 'Renewal' in *Accommodation Details > This is a*

Number of Showers Used by Guests Required

Answer this question if you:

- selected 'New Application' in *Accommodation Details > This is a*

Or if you:

- selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*
- and selected 'Renewal' in *Accommodation Details > This is a*

Number of Hand Wash Basins Used by Guests Required

Answer this question if you:

- selected 'Renewal' in *Accommodation Details > This is a*
- and selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*

Or if you:

- selected 'New Application' in *Accommodation Details > This is a*

Number of Kitchens Used by Guests Required

Answer this question if you:

- selected 'New Application' in *Accommodation Details > This is a*

Or if you:

- selected 'No' in *Accommodation Details > Are the Number of Lodging Rooms the Same as the Previous Application?*
- and selected 'Renewal' in *Accommodation Details > This is a*

Number of Sitting Rooms Used by Guests Required

Please upload:

- Site plan of property
- Floor plan of the accommodation
- Management Plan
- Emergency Response and Fire Management Plan
- Code of Conduct for Lodgers
- Complaints management procedure
- Check-in and check-out procedures
- Waste management procedures

Document Upload Required



Please attach all files to the end of this form before submitting it.

Signature Required

Name

Date Required

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Answer this question if you:

- selected 'Yes (same contact details)' in *Applicant Details > Add Another Applicant*

Or if you:

- selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

Signature (Applicant Two) Required

Name

Answer this question if you:

- selected 'Yes (same contact details)' in *Applicant Details > Add Another Applicant*

Or if you:

- selected 'Yes (different contact details)' in *Applicant Details > Add Another Applicant*

Date (Applicant Two) Required

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Answer this question if you:

- selected 'Yes (same contact details as applicant one)' in *Applicant Two Details > Enter another applicant*

Or if you:

- selected 'Yes (different contact details to applicant one)' in *Applicant Two Details > Enter another applicant*

Signature (Applicant Three) Required

Name

Answer this question if you:

- selected 'Yes (same contact details as applicant one)' in *Applicant Two Details > Enter another applicant*

Or if you:

- selected 'Yes (different contact details to applicant one)' in *Applicant Two Details > Enter another applicant*

Date (Applicant Three) Required

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Answer this question if you:

- selected 'Yes (same contact details as applicant one)' in *Applicant Three Details > Enter another applicant*

Or if you:

- selected 'Yes (different contact details to applicant one)' in *Applicant Three Details > Enter another applicant*

Signature (Applicant Four) Required

Name

Answer this question if you:

- selected 'Yes (same contact details as applicant one)' in *Applicant Three Details > Enter another applicant*

Or if you:

- selected 'Yes (different contact details to applicant one)' in *Applicant Three Details > Enter another applicant*

Date (Applicant Four) Required

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

End of form

Don't forget to attach all files before submitting this form