Registration of Place of Shared Accommodation

Environmental Planning and Assessment Act 1979 and Local Government Act 1993

Randwick City Council
a sense of community

REFERENCE NUMBER: _____

Effective 1 July 2023 to 30 June 2024

ABOUT THIS FORM

This form relates to the registration of a place of shared accommodation with Council in accordance with conditions of development consent.

SUBJECT PROPERTY

Unit/Street No: _____ Street: _____

Suburb: _____ Post Code: _____

Business/Trading Name: _____ ABN: _____

DETAILS OF BUSINESS OPERATOR/MANAGER

Name/s: _____

Postal Address: _____

Email: _____

Business Phone No: _____ Private Phone No: _____

Mobile Phone No: _____

Signature: _____ Date: _____

TYPE OF PREMISES   *(Please tick the most relevant type of premises)*

☐ Boarding House   ☐ Hotel accommodation   ☐ Student accommodation

☐ Guest House   ☐ Backpacker accommodation   ☐ Tourist accommodation

☐ Bed & Breakfast   ☐ Other _____

GET IN CONTACT

DETAILS OF PREMISES

Number of approved bedrooms: ....

Maximum number of approved residents: ....

Relevant development consent (DA No): ....

Relevant construction certificate / building approvals: ....

Note: *The operation and use of the premises, including the type of number of residents must be in accordance with the relevant development consent, construction certificate or previous building approval (as applicable).*

REQUIRED ATTACHEMENTS

☐ Copy of building plans ☐ Occupation certificate ☐ Details of fire safety measures

☐ Evacuation Plan ☐ Plan of Management ☐ Fire safety certificate/statement

☐ Other ....

APPROVAL REQUIREMENTS AND OPERATION OF THE PREMISES

Buildings used as a place of shared accommodation must have the required development consent under the *Environmental Planning & Assessment Act 1979* and/or a previous approval under the *Local Government Act 1993* prior to registration and operation of the premises.

A Construction Certificate and Occupation Certificate must also be obtained and a copy provided to Council in relation to any building works carried out within the premises.

The ongoing use and operation of the premises must be in accordance with the relevant development consent and any previous relevant approval at all times.

All of the essential and other fire safety measures within or serving the premises must be maintained and be operational in accordance with the relevant Building Code of Australia requirements and standards of installation, at all times. Smoke detection and alarm systems must be fully operational and all exits, paths of travel to an exit and all associated doorways must not be blocked or obstructed at any time.

The relevant provisions of the *Local Government (General) Regulation 2005*, including the matters contained in 'Schedule 2', are also required to be complied with at all times.

INSPECTION OF THE PREMISES & FEES

There is no charge to register your place of shared accommodation with Council.

Council Officers may carry out an inspection of the premises from time-to-time, to check compliance with relevant building, fire safety and development consent requirements. After carrying out an inspection, an invoice will be forwarded for payment, in accordance with Council's Pricing Policy.

HOW TO LODGE THIS APPLICATION

EMAIL: council@randwick.nsw.gov.au **OR**

BY MAIL OR

OVER THE COUNTER at Council.

Address the Application to: Randwick City Council   Post: 30 Frances Street

Randwick NSW 2031

Courier or Personal Delivery to our Customer Service Centre:

Randwick City Council
30 Frances Street
Open 8:30am – 5:00pm, Monday – Friday

PRIVACY NOTIFICATION

 The personal details requested on this form are required under the *Local Government Act 1993* and *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted Randwick City Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY

Application/Request received by: .... Date: ....

Referred to: .... Date: ....