

# Holiday House Registration Form



## Please attach the following to this Registration Form

- Two copies of premises floor plans with approximate room measurements and number of people accommodated in each room.
- The applicable registration fee Cheques should be made payable to Bass Coast Shire Council. Payment can also be made via debit/credit card by completing a credit card authority form or by card or cash at any Bass Coast Shire Council Customer Service Centre.
- An **optional** Holiday House Management Plan. To receive a 50 percent fee reduction you must include an acceptable Holiday House Management Plan with this application, **or** be registered with a real estate agent who already has a Council endorsed management plan in place.

Refer to Holiday House Information Guide and Holiday House Management Plan Template available on Council's website [www.basscoast.vic.gov.au](http://www.basscoast.vic.gov.au) or from Customer Service Centres.

Type of application:	<input type="checkbox"/> New Registration:	<input type="checkbox"/> Transfer of Registration:
	<input type="checkbox"/> Renewal of Registration	<input type="checkbox"/> Other (describe):
<b>Applicant's Details</b>		
Name:		
Street Address:		
Postal Address:		
Telephone:		Mobile:
Email address:		Fax:
Real Estate Agents Name & address: (if applicable)		Emergency Contact Name:
Telephone:		Telephone:
Mobile:		Mobile:

**Please turn over and complete the second page**

<b>Proposed Premises Information</b>			
Trading Name: (If applicable)			
Street Address:			
Number of Bedrooms:			
Number of Toilets:			
Number of Bathing Facilities: (separate baths & showers)			
Proposed maximum Occupancy:			
<b>Applicant's Signature:</b>		<b>Date:</b>	

**Submit your completed Registration form by post with payment by cheque to:**

Bass Coast shire Council, PO Box 118, Wonthaggi VIC 3995

**Or submit in person at the following Customer Service Centres where eftpos and cash payments are also accepted:**

Cowes Service Centre - 91-97 Thompson Ave. Cowes;

Inverloch Service Centre - Reilly Street, Inverloch;

Wonthaggi Civic Centre - 76 McBride Avenue, Wonthaggi

Grantville Service Centre 1504-1510 Bass Hwy. Grantville

**What Happens Next?**

You will be sent a registration certificate, a copy of which must be displayed within the property.

By registering you agree to have an annual inspection carried out at your property to ensure compliance with the *Public Health and Wellbeing Act 2008 and Public Health and Wellbeing Regulations*. If you wish to be notified prior to this inspection please inform us in writing.

**OFFICE USE ONLY**

Date Application Received:		Date Approved:	
LID:		Registration Number:	
Fee Paid:		Receipt Number:	