

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 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 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):
Applicant’s Details		
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

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

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.

We will call to arrange an annual inspection to ensure compliance with the *Public Health and Wellbeing Act 2008* and *Public Health and Wellbeing Regulations*.

OFFICE USE ONLY

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