

**CITY OF SWAN**  
**APPLICATION FOR APPROVAL TO ESTABLISH**  
**A LODGING HOUSE**



**To: Chief Executive Officer  
City of Swan  
PO Box 196  
MIDLAND WA 6936  
Attention: Health Services**

**APPLICANT DETAILS**

Applicant's Name	
Postal Address:	
Suburb:	Post Code:
Daytime Phone:	Fax No:
Mobile:	Email:

**DETAILS OF PREMISES**

Proposed name of Premises:	
Address of Premises:	
Phone:	Fax No:
Mobile:	Email
Maximum number of Lodgers:	

**Further information to be submitted**

<p><b>A scaled floor plan of the lodging house is to be submitted with this application including:</b></p> <ol style="list-style-type: none"><li>1. Use of every room.</li><li>2. Structural finishes of all walls, floors and ceilings in the sanitary conveniences.</li><li>3. Location of fire protection equipment.</li></ol>
<p><b>Applicant's Signature: X</b> <span style="float: right;">Date</span></p>

**FEES**

<b>Fee Payable - \$359.00</b>
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**NB: Construction and fitting out cannot commence until payment of the application fee and receipt of conditions of approvals from Council's Environmental Health Service.**

**Pay in Person**

Pay via cash, EFTPOS, cheque, money order or credit card at the Cashier at City of Swan Administration Centre, 2 Midland Square, Midland between 8.00am and 4.30pm Monday to Friday.

**Pay by Mail**

Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

**Pay by Credit Card:**

For credit card payments not made in person please ensure your contact details (mobile/phone/email) are provide on the application form, as you will be contacted by a member of the City's Customer Experience team to arrange payment once your application has been received.

**Note: A fee of 0.4% of the transaction value applies to all card payments.**

**Please note** that payment must be received before your application can be assessed.

## Description of Lodging-House

Number of storeys .....

Total Floor Area .....

<u>Rooms for private use</u>	<u>Number</u>	<u>Area</u>
Laundries/toilets/bathrooms	.....	.....
Bedrooms	.....	.....
Dining Rooms	.....	.....
Kitchens	.....	.....
Sitting Rooms	.....	.....
Other (specify)	.....	.....

<u>Rooms for lodgers</u>	<u>Number</u>	<u>Area</u>
Bedrooms	.....	.....
Dining Rooms	.....	.....
Kitchens	.....	.....
Sitting Rooms	.....	.....
Other (specify)	.....	.....
Maximum number of Lodgers	.....	

### Sanitary Conveniences for male lodgers

Toilets	.....
Urinals	.....
Baths	.....
Showers	.....
Wash hand basins	.....

### Sanitary Conveniences for female lodgers

Toilets	.....
Baths	.....
Showers	.....
Wash hand basins	.....

### Laundry Facilities

Washtroughs	.....
Washing machines	.....
Drying cabinets or clothes line	.....

### Additional details (delete if not applicable)

- (a) Lodger's meals will be provided by the **manager / keeper / lodger**.
- (b) The keeper **will / will not** reside continuously on the premises
- (c) Name and occupation of proposed manager if keeper resides elsewhere: -  
.....
- (d) There will be ..... family members residing on the premises with the keeper/manager.