

**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 - \$341.00</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**

At City of Swan Council Office, cnr Morrison Rd & Great Northern Hwy during hours 8:30am to 4:30pm Monday to Friday.

**PAY BY MAIL**

Send completed renewal form together with your cheque or money order; or if paying by credit card complete the section provided on the right and send to Council's office at above address

<b>PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD</b>			
Name as shown on Card .....			
Card Holder Address .....			
..... Signature .....			
<input type="checkbox"/> Bankcard	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa Card	
Amount \$ _____		Expiry Date ____/____	
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**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 ( <i>specify</i> )	.....	.....

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

<u>Sanitary Conveniences for male lodgers</u>	
Toilets	.....
Urinals	.....
Baths	.....
Showers	.....
Wash hand basins	.....

<u>Sanitary Conveniences for female lodgers</u>	
Toilets	.....
Baths	.....
Showers	.....
Wash hand basins	.....

<u>Laundry Facilities</u>	
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.