

# Amendment of licence / permit

## Application - Form 2

Local Law No. 7 (Council Property) 2008  
Local Law No. 9 (Parks and Reserves) 2008  
Local Law No. 10 (Bathing Reserves) 2004  
Local Law No. 16 (Licensing) 2008

Council of the City of Gold Coast  
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Applicant details			
Only the approval holder may apply to amend the approval. Provide details below.			
Applicant name(s)			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post	<input type="checkbox"/> Email	

Business name details			
Provide details of your business name (trading name).			
Business name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	

Contact person details			
Provide details if contact person for approval is different from the applicant.			
Contact name			
Postal address			
Suburb			
State		Postcode	
Email			
Phone (mobile)		Phone (b/hours)	
Preferred method to receive correspondence	<input type="checkbox"/> Post	<input type="checkbox"/> Email	

<b>Administrative amendments</b>			
Provide the approval type and approval reference (licence/permit number), and details of administrative amendments to your approval below. You need only complete those details that require amendment. Administrative amendments may include contact details, business name (trading name), nominating a new contact person or updating vehicle / vessel details. Fees do not apply for administrative amendments.			
<b>Approval type to be amended</b>			
<input type="checkbox"/> Aircraft operations	<input type="checkbox"/> Entertainment venue		
<input type="checkbox"/> Camping area	<input type="checkbox"/> Hostel accommodation		
<input type="checkbox"/> Commercial vessel	<input type="checkbox"/> Hot air balloon		
<b>Approval reference</b>			
<b>Amend approval holder contact details</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Details to be amended</b>	<input type="checkbox"/> Postal address	<input type="checkbox"/> Business phone number	
	<input type="checkbox"/> Mobile phone number	<input type="checkbox"/> Email address	
<b>Provide new approval holder contact details</b>			
<b>Amend business name or business contact details</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Details to be amended</b>	<input type="checkbox"/> Business name	<input type="checkbox"/> Business phone number	
	<input type="checkbox"/> Postal address	<input type="checkbox"/> Email address	
	<input type="checkbox"/> Mobile phone number		
<b>Provide new business details</b>			
<b>Amend contact person or contact details</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Details to be amended</b>	<input type="checkbox"/> Amend contact details for contact person	<input type="checkbox"/> Change contact person and contact person details	<input type="checkbox"/> Add additional contact person and contact person details
<b>Provide new contact person details</b>			
<b>Amend vehicle or vessel details</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Details to be amended</b>	<input type="checkbox"/> Make or model of vehicle	<input type="checkbox"/> Vehicle registration number	<input type="checkbox"/> Vessel name
<b>Provide new vehicle/vessel details</b>			

<b>Operational amendments</b>	
Provide details of operational amendments to your approval below. You need only complete those details that require amendment. Operational amendments may include hours or dates of operation, addition, removal or changes to any structures, facilities or equipment, or change to conditions of approval.	
<b>Amend operational details</b>	<input type="checkbox"/> <b>Yes</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>No</b></span>
<b>Amend hours of operation</b>	<input type="checkbox"/> <b>Yes</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>No</b></span>
<b>Detail amended hours of operation</b>	
<b>Amend dates of operation</b>	<input type="checkbox"/> <b>Yes</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>No</b></span>
<b>Detail amended dates of operation</b>	
<b>Add, remove or change any structures, facilities or equipment</b>	<input type="checkbox"/> <b>Yes</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>No</b></span>
<b>Detail structural/facility/equipment amendments</b>	
<b>Amend a condition of approval</b>	<input type="checkbox"/> <b>Yes</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>No</b></span>
<b>Detail condition number</b>	
<b>Detail requested change</b>	
<b>Detail any other amendments</b>	

## Supporting information

Supporting information may be required to be submitted with this application, as indicated below and throughout this form. Failure to provide the required information may delay the processing of your application. Indicate below the supporting information you have attached to this application

**Amended plans**

**Evidence of nil fee eligibility**

## Fees

Fees are not required for administrative amendments only. Fees for operational amendments vary depending on the type of application being amended and/or whether you (the applicant) meet eligibility conditions.

Eligibility conditions:

You (the applicant) can demonstrate that you own, rent or lease a rateable property within the City of Gold Coast or are a registered charity, voluntary sporting, community, religious or incorporated not for profit organisation.

If claiming eligibility, you must attach evidence with this application. Evidence may include a signed lease agreement, details of property ownership, ASIC documentation detailing 'Principal place of business', two bills (within last six months) detailing residential address or registration with the Australian Charities and Not-for-Profits Commission (ACNC).

**Please select the type of approval you are applying to amend. Where there are two options for the type of approval you are applying to amend, please determine whether you meet one of the eligibility conditions and select one box only.**

<input type="checkbox"/> <b>Administrative amendments only</b>	<b>nil</b>
<input type="checkbox"/> <b>Aircraft operation - eligible for nil fee</b>	<b>nil</b>
<input type="checkbox"/> <b>Aircraft operation - not eligible for nil fee</b>	<b>\$285.00</b>
<input type="checkbox"/> <b>Camping area</b>	<b>Nil</b>
<input type="checkbox"/> <b>Commercial vessel</b>	<b>\$287.00</b>
<input type="checkbox"/> <b>Entertainment venue - eligible for nil fee</b>	<b>nil</b>
<input type="checkbox"/> <b>Entertainment venue - not eligible for nil fee</b>	<b>\$287.00</b>
<input type="checkbox"/> <b>Hostel accommodation</b>	<b>nil</b>
<input type="checkbox"/> <b>Hot air balloon</b>	<b>\$285.00</b>

These fees are in accordance with the City of Gold Coast's (City) regulatory fees and non-regulatory charges. A copy of our regulatory fees and non-regulatory charges can be found on our website, [cityofgoldcoast.com.au/fees](http://cityofgoldcoast.com.au/fees).

## Payment options (no cash transactions are available)

- MasterCard, Visa, debit card or cheque at any of the City's branch offices. Our branch office locations and operating hours can be found on our website [cityofgoldcoast.com.au/contactus](http://cityofgoldcoast.com.au/contactus)
- Cheque or money order – make payable to: Gold Coast City Council. Postal address at top right of first page. Please ensure that you provide adequate reference details or attachments to allow the cheque to be appropriately receipted.

**Note: Please be advised that payments by credit card will incur a surcharge.**

**Declaration**

This section must be completed by, or for each applicant. Where a person is signing on behalf of a corporation or person (the 'signatory'), they must occupy a position that is legally entitled to make that application and complete the details below. Documentation must be provided if a power of attorney (POA) signs on behalf of a person.

I understand and verify that:

- I am duly authorised to make this application
- The statements and information provided are accurate, true and complete
- I have received all relevant third party consents and authorisations
- It is an offence to knowingly provide false or misleading information
- Approval of this application does not extend to the approval of any other statutory or local government requirements relating to this premises or activity

**Applicant one** (person or organisation)

<b>Applicant name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	
<b>Additional applicant</b> (if required)			
<b>Applicant name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	

**Privacy statement**

Council of the City of Gold Coast (Council) is collecting your personal information in order to provide the services requested, perform associated Council functions and services, and to update and maintain Council's customer information records. Your information is handled in accordance with the *Information Privacy Act (Qld) 2009* and may only be accessed by Councillors, Council employees and authorised contractors. Unless authorised or required by law, we will not provide your personal information to any other person or agency. For further information go to [cityofgoldcoast.com.au/privacy](http://cityofgoldcoast.com.au/privacy).

Council may also use your personal information in order to contact you to provide you with information regarding Council functions and services. If you do not wish to receive such information please opt out using the unsubscribe link in the communication material sent to you.

**Office use only**

<b>Date received</b>		<b>Fee paid</b>	
<b>Received by</b>		<b>Receipt number</b>	