

# Transfer application

## Licences / permits

*Public Health (Infection Control for Personal Appearance Services) Act 2003*  
*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. 11 (Roads and Malls) 2008*  
*Local Law No. 16 (Licensing) 2008*  
*Local Law No. 44 (Heavy Vehicle Parking) 2007*

Council of the City of Gold Coast  
 ABN 84 858 548 460  
 PO Box 5042 GCMC QLD 9726  
 P 1300 GOLDCOAST  
 (1300 465 326)  
 E [mail@goldcoast.qld.gov.au](mailto:mail@goldcoast.qld.gov.au)  
 W [cityofgoldcoast.com.au](http://cityofgoldcoast.com.au)

Licensee details (current approval holder)			
Only the current approval holder may apply to transfer the approval. Provide details below.			
Licensee 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

New licensee details (transferee)			
Applicants must be legal entities (e.g. person or corporation). Provide the full name of the new licensee (transferee). If address and contact details differ for each applicant, provide these details as an attachment.			
New licensee 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 the business name (trading name) details of the business you are applying to transfer.			
<b>Business name</b>			
<b>Postal address</b>			
<b>Suburb</b>			
<b>State</b>		<b>Postcode</b>	
<b>Email</b>			
<b>Phone (mobile)</b>		<b>Phone (b/hours)</b>	

Transfer details	
Select the approval type to be transferred.	
<input type="checkbox"/> Advertising device <input type="checkbox"/> Aircraft operations <input type="checkbox"/> Beach vehicle <input type="checkbox"/> Camping area <input type="checkbox"/> Commercial vessel <input type="checkbox"/> Entertainment venue <input type="checkbox"/> Heavy vehicle parking	<input type="checkbox"/> Higher risk personal appearance services <input type="checkbox"/> Hostel <input type="checkbox"/> Hot air balloon <input type="checkbox"/> Regulated activity on a beach / park <input type="checkbox"/> Sky diving <input type="checkbox"/> Surf school <input type="checkbox"/> Swimming pool
<b>Approval reference (licence / permit number)</b>	
<b>Is the land owner aware of this application and have they granted their consent?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Supporting information
Supporting information may be required to be submitted with this application, as indicated below. Indicate below the supporting information you have attached to this application.
<input type="checkbox"/> Evidence of nil fee eligibility (if applicable– refer to below fee table)

Fees
Transfer fees vary depending on the type of approval being transferred and / or whether you (the applicant) meet eligibility conditions.
<p>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.</p> <p>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).</p> <p><b>Please select the applicable fee below. Where there are two options for the type of approval you are applying to transfer, please determine whether you meet one of the eligibility conditions and select one box only.</b></p>

<input type="checkbox"/> Advertising device	Nil
<input type="checkbox"/> Aircraft operation - eligible for nil fee	Nil
<input type="checkbox"/> Aircraft operation - not eligible for nil fee	\$104.00
<input type="checkbox"/> Beach vehicle	Nil
<input type="checkbox"/> Camping area	Nil
<input type="checkbox"/> Commercial vessel	\$104.00
<input type="checkbox"/> Entertainment venue - eligible for nil fee	Nil
<input type="checkbox"/> Entertainment venue – not eligible for nil fee	\$104.00
<input type="checkbox"/> Heavy vehicle parking	Nil
<input type="checkbox"/> Higher risk personal appearance service - eligible for nil fee (includes all fixed location premises)	Nil
<input type="checkbox"/> Higher risk personal appearance service – not eligible for nil fee	\$104.00
<input type="checkbox"/> Hostel	Nil
<input type="checkbox"/> Hot air balloon	Nil
<input type="checkbox"/> Regulated activity beach/park - eligible for nil fee	Nil
<input type="checkbox"/> Regulated activity beach/park - not eligible for nil fee	\$104.00
<input type="checkbox"/> Sky diving	Nil
<input type="checkbox"/> Surf school	\$227.00
<input type="checkbox"/> Swimming pool	Nil

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 both the existing licensee and the new licensee (transferee). 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

**Licensee details (current licence holder)**

<b>Licensee name</b>			
<b>Signature</b>		<b>Signatory name</b>	
<b>Date</b>		<b>Position/role</b>	
<b>New licensee (transferee)</b>			
<b>New licensee 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>	