

## 2025/26 SHORT STAY ACCOMMODATION

### COMMUNITY AMENITY LOCAL LAW (2023) – Clause 98

**Note:** The permit application, together with the required documents, must be received at least **21 days** prior to the proposed commencement date.

#### APPLICANT'S DETAILS

Name: .....  
Business/Company: .....  
ABN/ACN: .....  
Address: .....  
Suburb: ..... Post Code: .....  
Telephone: ..... Mobile: .....  
Email: .....

#### ACCOMMODATION DETAILS

Property Address: .....  
Suburb: .....  
Owner/Contact Person: .....  
Phone number (must be contactable at any time).....

#### ANNUAL FEE

Application Fee

\$323.15

Permit expires 31<sup>st</sup> October every year.

## PAYMENT OPTIONS

#### IN PERSON

Payment can be made with cash, cheque/money order, eftpos and credit card in person at: *Civic Centre, 45 Princes Hwy, Werribee.*

#### BY POST

Forward your cheque/money order along with your completed application form and all additions documents to:  
*Wyndham City Council, PO Box 197, Werribee 3030.*

#### BY PHONE

Payment can be made by calling the City Amenity and Safety Department on 1300 023 411.

**CHEQUES/MONEY ORDERS SHOULD BE MADE PAYABLE TO WYNDHAM CITY COUNCIL AND BE CROSSED WITH NOT NEGOTIABLE. POST DATED CHEQUES WILL NOT BE ACCEPTED.**

## GENERAL PERMIT CONDITIONS

#### 1. LIABILITY

The Permit Holder allows the Permitted Activity at the property entirely at their own risk.

#### 2. INDEMNITY

The Permit Holder agrees to hold harmless, indemnify and keep indemnified Council, its Councillors, staff and contractors ('Council') against any action, claim, demand, cost (including legal costs) or other liability claimed against or incurred by Council in respect of any accident, damage, injury or loss arising from the Permitted Activity and the Permit Holder's compliance or purported compliance with these Permit Conditions.

#### 3. BREACH OF PERMIT

In the event of a breach of these Permit Conditions, Council may opt to serve the Permit Holder with a Notice to Comply or revoke the Permit acting entirely in its discretion.

#### 4. AMENDMENT OR CANCELLATION OF PERMIT

OFFICE USE ONLY: GL Narrative

Application Fee    1LL Permit No GST    General Permit

Fees do NOT fall within the scope of the GST

Council may correct, amend or cancel this Permit in accordance with the *Community Amenity Local Law 2023*.

## 5. GENERAL

The Permit Holder:

- 5.1. must ensure the Activity does not adversely impact surrounding residents or the public;
- 5.2. must allow Council staff, its contractors, persons authorised by Council and emergency services access to the Location at any time during the Permit Period;
- 5.3. must follow all directions of Council staff in relation to the Activity;
- 5.4. must follow all directions of emergency services;
- 5.5. is responsible for the conduct and behaviour of any persons including guests at the short stay accommodation in respect of their compliance with these Permit Conditions;
- 5.6. must not transfer this permit to a third party;
- 5.7. must advise Council of any changes to the Permitted Activity; and
- 5.8. must comply with all laws, rules and regulations; and
- 5.9. must produce a copy of this Permit on request by a member of Council staff or Victoria Police.
- 5.10. must ensure that the property is always kept in a clean manner and no litter or waste spills on to Council land or surrounding properties
- 5.11. is responsible for providing adequate parking for guests staying at the property
- 5.12. must ensure guests are parked legally if street parking
- 5.13. must provide a contact number and be contactable at any time during the duration of the permit

## DECLARATION

I confirm that I have authority to sign this application form on behalf of the business/company named above (if applicable).

I acknowledge and agree that this application is subject to the Conditions, which I confirm that I have read and understood.

Applicant signature ..... Date .....

**PRIVACY STATEMENT:** Your personal information is being collected by Council for the purpose of obtaining a permit under Community Amenity Local Law (2023). Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for delivery of services and information to you. For further information about how your personal information is handled, visit Council's Privacy Policy at: [www.wyndham.vic.gov.au/privacy-policy](http://www.wyndham.vic.gov.au/privacy-policy).