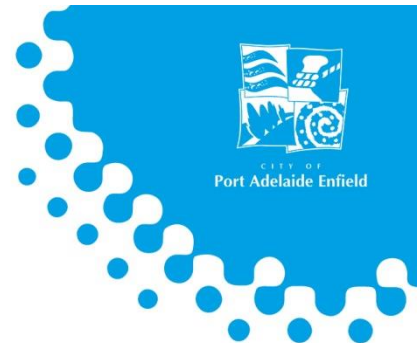


Supported Residential Facility Renewal of License



Supported Residential Facilities Regulations 1992

APPLICATION FOR RENEWAL OF LICENCE FOR A SUPPORTED RESIDENTIAL FACILITY Pursuant to Section 27

SECTION A

Name of premises

Address of premises

Phone number of premises

Name of proprietor/ entity

Address of proprietor

Phone number of proprietor

Where the applicant is a body corporate please provide the full name(s), address(es) and telephone numbers of all partner(s), company or community organisations (including details of Directors, the Chairperson and Secretary of the Board of Management) responsible for the conduct of this facility. Attach a separate sheet if required:

ABN/ ACN Number

Name of Manager

SECTION B

Period of renewal sought

	/	/	to	/	/
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Please provide information regarding:

Any change of purpose of the premises

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Any change in services provided at the premises

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Any alterations, constructions or repairs to the premises effected since the last licence. If so, please submit a copy of the floor plan

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Any changes to staffing (e.g. Staff numbers, qualifications, duties)

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Any changes to the operation of the premises

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Are the premises subject to any conditions or outstanding matters? Please provide details:

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Are any changes being sought to the existing licence conditions? Please provide details.

Please provide a copy of insurance and lease agreement(s)

Please provide date of last food inspection and food safety audits and details of any non-conformances and measures taken to rectify.

FIRE SAFETY

Do the premises have adequate fire safety provisions in place e.g. - exit signage, emergency lighting, fire extinguishers, fire extinguishers, fire hose reels, fire sprinklers system, evacuation plans?

Does the premises have a Schedule of Essential Safety Provisions which is being maintained in accordance with Regulation 76 of the Development Regulations Act 2008?

YES NO (Please circle)

Please provide evidence of Form 3 – Certificate of Compliance with Maintenance Procedures for Essential Safety

Please provide the name, address and contact details of the current fire safety service maintenance contractor engaged to undertake inspection and maintenance of the fire safety systems.

Full name

Address

Telephone

Does the operator of the supported residential facility have a current fire safety certificate from the SAMFS issued on a triennial basis? Please attach copy of the certificate with this application.



DECLARATION

I hereby declare that the information and details provided are true and accurate and that I will comply with the requirements of the Supported Residential Facilities Act, Regulations and Guidelines.

Signature

Date

 /

I enclose the prescribed fee of \$87.00

Account Number: RC242

NOTES

- 'Supported Residential Facility' or 'facility' means the premises at which, for money or other consideration (but whether or not for profit), residential accommodation is provided or offered together with personal care services (other than for members of the immediate family of the proprietor or facility).
- No building or any part thereof shall be used for the purpose of a Supported Residential Facility unless and until the building, or part thereof is licensed.
- The holder of the licence for the building shall ensure that the premises are maintained in at least as good a condition as approved at the time of granting or last renewing of the licence. The licensee of the Supported Residential Facility shall, as a condition of the licence provide the Manager with the resources to enable that person to comply with the obligations placed by the Supported Residential Facilities Regulations.
- A licence for the building shall not be renewed or transferred by the licensing authority until the premises have been inspected and the licensing authority is satisfied that the premises comply with the Regulations.
- The premises shall not be used for the purpose of a supported residential facility until a person is approved and licensed as Manager by the licensing authority. An Acting Manager, approved by the licensing authority, must be appointed if the Manager is absent from the premises for more than seven days.
- All premises are subject to inspection at any reasonable hour.
- Application for renewal is required to be submitted to the licensing authority not less than twelve weeks prior to the date of expiry of the license. An application fee must accompany this form.
- The fee for the renewal of the licence must be paid to the licensing authority within seven days of notice of approval.
- Applicants are advised that a copy of the current Prospectus must accompany the application for renewal of licence.
- Please ensure that all sections of the form are complete, and that any extra information required (e.g. Copy of floor plan) is attached before lodging the application for renewal of licence with the licensing authority.