

Notice of other changes

Residential Services (Accreditation) Act 2002

This form is effective from 3 September 2018

ABN: 86 504 771 740

Instructions

This form is to be used to notify a change required under s 64, 67 and 69 of the Act. A failure to notify a change required under sections 67 and 69 of the Act is an offence.

Please note:

- The Notes accompanying this form should be read before completing this form
- Use BLOCK letters
- Attach extra pages if necessary
- All dates should be DD/MM/YYYY
- If you require further information regarding this form, please contact Regulatory Services on 07 3008 3450 or Department of Communities, Housing and Digital Economy on 13 QGOV (13 74 68) for after hours enquiries.

Privacy statement—please read

The Department of Communities, Housing and Digital Economy is collecting your personal information in accordance with the *Residential Services (Accreditation) Act 2002* in order to process your application. Your personal information will be disclosed to the Queensland Police Service, who will then pass on your personal information to other law enforcement agencies in Australia (including federal, states and territories) in order to verify details of your criminal history. Your personal information will also be provided to the public upon request through the Register of Residential Services or may be disclosed to the Residential Tenancies Authority, the Office of the Public Guardian, the Department of Justice and Attorney General or to other Federal, State and Local government agencies in the performance of a function of, the *Residential Services (Accreditation) Act 2002* or as required or permitted by law. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.

Fee

No application fee is required.

Part 1—Residential service address

Address of residential service

Address

Suburb State Postcode

Part 2—Registered service provider details

Registered service provider

Registration certificate number

Have there been any changes to the service provider details as notified on the certificate of registration?


No Yes—Please provide details

Is the service provider an individual or a corporation?


Individual—Go to individual service provider

Corporation—Go to corporate service provider


Part 2—Registered service provider details continued

<p>Individual service provider/s</p>	<p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>Last name First name</p> <p>Address</p> <p>Suburb State Postcode</p> <p>Phone (business) Fax (business)</p> <p>Phone (home) Mobile</p> <p>Email</p> <p>Preferred contact method Phone Fax Mobile Email Mail</p>
<p>Corporate service provider</p>	<p>Full company/corporation name</p> <p>ACN (Australian Company Number)</p> <p>Postal address</p> <p>Phone (business) Fax (business)</p> <p>Phone (home) Mobile</p> <p>Email</p> <p>Preferred contact method Phone Fax Mobile Email Mail</p>
<p>Person notifying change</p> <p>Sign here </p>	<p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>Last name First name</p> <p>Address</p> <p>Suburb State Postcode</p> <p>Phone (business) Fax (business)</p> <p>Phone (home) Mobile</p> <p>Email</p> <p>Preferred contact method Phone Fax Mobile Email Mail</p> <p>Signatory (print name)</p> <p>Signature Date DD / MM / YYYY</p>
<p>Please detail the reason why notification is more than 30 days since change occurred, if this is the case.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Part 3—Change in criminal history (If not applicable move to next section)

<p>Name of service provider or associate that change applies to</p>	<p>Preferred title Mr Mrs Ms Miss Other (specify)</p> <p>Last name First name</p> <p>Address</p> <p>Suburb State Postcode</p> <p>Phone (business) Fax (business)</p> <p>Phone (home) Mobile</p> <p>Email</p> <p>Preferred contact method Phone Fax Mobile Email Mail</p>
<p>Criminal history change Disclosure of previous convictions does not automatically disqualify a person from being involved in the operation of a residential service.</p> <p>However, ongoing failure to disclose convictions may result in service accreditation being cancelled.</p> <p>A criminal history check may be conducted in accordance with the Act.</p> <p>Sign here </p>	<p>Provide details of the change in criminal history</p> <p>.....</p> <p>Please attach details of the change, including the nature of the offence, whether a conviction was recorded and the sentence or penalty imposed</p> <p>I have checked the answers I have given in his part and state that they, and the additional documents provided, are true and correct in every detail.</p> <p>Signature Date DD / MM / YYYY</p>

Part 3(a)—Criminal history check (to be completed by person with change in criminal history)

<p>Signature of individual as above</p> <p>Sign here </p>	<p>A criminal history check will be conducted on the person listed above. The fee for the check conducted is \$40.00 (inclusive of \$1.73 GST) and the processing of the application will not be progressed until this fee is paid.</p> <p>Criminal history checks will be conducted in accordance with the legislation as outlined in the <i>Residential Services (Accreditation) Act 2002</i>.</p> <p>Criminal history check fee \$40.00 x = \$</p> <p>In signing this application, I also consent to a national criminal history check being conducted by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Department of Communities, Housing and Digital Economy. I understand any disclosures will be subject to applicable Commonwealth, state or territory legislation and/or police policy.</p> <p>Signatory (print name)</p> <p>Signature Date DD / MM / YYYY</p>
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Part 4(b)—Damage, renovation or other change to registered premises

<p>Damage, renovation or other change details</p>	<p>Date/s of damage, renovation or other change: </p>
<p>What has happened to the registered premises?</p>	<p>Damage Renovation Other change, please provide detail </p>
<p>Current status of residential service?</p>	<p>Is the residential service still operating? No Partially Yes Please attach details</p> <p>If the residential service is still operating, please advise in what capacity. Please attach details</p> <p>Do you require assistance to rehouse residents? No Yes If yes, please identify how many</p> <p>Note: Please contact Regulatory Services on 07 3008 3450 as a matter of priority.</p>
<p>Renovation of registered residential premises</p>	<p>What areas have been renovated (i.e. kitchen/bathroom/bedrooms/common areas)? Please attach details</p> <p>Has the capacity increased or decreased? Increased Decreased</p> <p>Note: If capacity has changed a new Building Compliance Notice and Fire Safety Management Plan will be required—see Notes for further information.</p> <p>Does the service provider intend to apply for another level of service? No Yes</p> <p>If yes, completion of <i>Form 2—Application for accreditation of a residential service</i>—will be required prior to providing the new level of service. Please provide details</p> <p>If the renovation hasn't been finalised, on what date is it proposed to be completed? Please provide details</p>
<p>Please outline the events that led to the damage/renovation or other change to the registered residential premises.</p>	<p>..... </p>

Part 6—Lodgement details

Lodgement	<p>Please post the completed application, any supporting documentation and fees to the address below.</p> <p>Regulatory Services Department of Communities, Housing and Digital Economy GPO Box 690 Brisbane QLD 4001.</p> <p>If you would like more information regarding this application, contact Regulatory Services on 07 3008 3450, email regulatoryservices@chde.qld.gov.au, or visit our website at www.chde.qld.gov.au.</p> <p>After hours enquiries can be made to the Department of Communities, Housing and Digital Economy on 13 QGOV (13 74 68).</p>
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Instructions

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A separate application should be submitted for each residential service.

Instructions for Part 2

- One or more persons may be registered as the service provider for a residential service.
- If there is more than one individual applicant, each applicant should complete this part. (Please make as many copies of these parts as required.)
- **Only the person notifying the change is required to sign the form.**

Instructions for Part 3

A criminal history check will be performed for the person identified with a criminal history change in Part 3 of the application.

Instructions for Part 4(b)

The safety and amenity of the building/s in which the residential service is provided must comply with registration requirements. You should attach to this application a copy of the:

- Building compliance notice issued by the local government within the previous 12 months, in relation to MP 5.7—Residential Services Building Standard of the Queensland Development Code
- Notification of compliance with MP 2.1—Fire Safety in Budget Accommodation in Buildings of that Code if accommodating six or more residents.
- A fire safety management plan or a copy of a decision notice from the local government approving a development application that required a fire safety management plan to be provided as part of the application.

Note: The Building compliance notice is issued by local government and notification of compliance with MP 2.1 may be obtained by contacting either Queensland Fire and Emergency Services or your local council.

Definitions

Associate

A person is an 'associate' of a service provider for a residential service if the person makes decisions, in the course of the service, that influence the operation of the service, or the health, safety or other interests of residents in the service.

Examples of an associate are

1. persons employed by the service provider to:
 - a) negotiate and enter into agreements with residents on the service providers behalf
 - a) make house rules for a registered premises
 - a) manage a personal care service provided to residents in the service
 - a) manage the medication of residents in the service
 - b) manage the finances, or financial transactions of residents in the service.
2. for a service provider that is a corporation, an executive officer of the corporation who takes part in the management of the service (i.e. a director or other executive).

A person is not an associate merely because they do one or both of the following:

1. collects rent from residents in the service;
2. cleans or maintains the registered premises or facilities.

Building compliance notice

for premises, means a notice, issued by the local government for the local government area in which the premises are situated, stating that the premises comply with the prescribed building requirements.

Fire safety management plan

For premises that accommodate **six or more people** a fire safety management plan for a building is defined in section 104FC of the *Fire and Emergency Services Act 1990* as a plan that states each of the following matters, which must comply with the fire safety standard:

1. The allowable number of occupants for the building
2. the proposed maintenance schedule for the building's prescribed fire safety installations
3. the evacuation plan for evacuating the building's occupants, including occupants with an intellectual or physical disability, in the event of a fire in the building
4. proposed training programs for occupants and persons employed in the building about:
 - a) fire management and prevention
 - b) emergency evacuation
5. a list of the building's prescribed fire safety installations, together with the brand name and model number of each installation, if applicable.

The fire safety management plan must have attached to it, or be accompanied by, a copy of the building plans, in a reasonable scale, identifying the location of the building's prescribed fire safety installations.

For premises that accommodate a **maximum of four or five** residents, section 10 of the *Residential Services (Accreditation) Regulation 2018* requires that a fire safety management plan for a building must state:

1. the allowable number of occupants for the premises taking into account room size requirements stated in the prescribed building requirements
2. the proposed maintenance schedule for the premises' fire safety equipment
3. the evacuation plan for evacuating the premises' occupants, including occupants with an intellectual or physical disability in the event of a fire on the premises
4. the proposed training programs for occupants and persons employed on the premises about:
 - a) fire management and prevention
 - a) emergency evacuation
5. a list of the premises' fire safety equipment, together with the brand name and model number of each piece of equipment, if applicable.

The fire safety management plan must have attached to or be accompanied by, a copy of the building plans, in a reasonable scale, identifying the location of the premises' fire safety equipment and fire exits.

Food service means a service of regularly providing meals to a resident.

Personal care service means a service of regularly providing a resident with:

- a) help in:
 - i. bathing, toileting or another activity related to personal hygiene; or
 - ii. dressing or undressing; or
 - iii. consuming a meal; or
 - iv. meeting a mobility problem of the resident; or
 - v. taking medication; or
- b) help in managing the resident's financial affairs.