



Norfolk Island
Tourist Accommodation Act 1984 (NI)

NOTIFICATION OF CHANGE IN OWNERSHIP OF TOURIST ACCOMMODATION

About this form

You must complete and lodge this form to notify and provide updated ownership information of a tourist accommodation house to an authorised Tourist Accommodation Officer

I/We

Name in full	
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Is / Are now the Owner(s) of

Name of Tourist Accommodation	
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Situated on

Portion Number	
Rural address	

New owner's information:

Postal address	
Contact phone number	
Email address	

NOTE: Where the owner is not a natural person, state the address of the registered office (in the case of a company) or address for service of notices (in the case of a partnership or other body) and provide detailed information in relation to company including directors, shareholders, voting procedures, management structure.

Accommodation details:

New name of accommodation (if applicable)	
Manager(s)/Contact name (if applicable)	

Is the tourist accommodation currently registered under the <i>Tourist Accommodation Act 1984 (NI)</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Classification of accommodation	<input type="checkbox"/> Self-Contained	<input type="checkbox"/> Guest House/Lodge
		<input type="checkbox"/> Hotel
Total Number of registered units		
Maximum amount of guests intended to be supplied with sleeping is		

If there are any changes to any of the accommodation unit/s, please ensure each unit is described in the attached schedule

Have you reviewed the checklist (available from the Tourism Officer) to ensure that these unit/s comply with the prescribed requirements of the <i>Tourist Accommodation Regulations</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you reviewed the <i>Tourist Accommodation Act 1984 (NI)</i> ?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I agree that all information provided above is true and correct

Signature of new Owner(s)	
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LODGMET DETAILS - You can lodge the completed form by:

In Person: Registry Office - New Military Barracks, Quality Row, Norfolk Island

OR By Email: customercare@nirc.gov.nf

OFFICIAL USE ONLY

Received by an authorised Tourist Accommodation Officer		
Name	Signature	Date Received

Privacy

Your personal information will be collected, stored, managed and administered in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time.

Attached Schedule:

COMMON ROOMS FOR PUBLIC USE

ROOM NAME	ROOM USAGE (Description)
Example: Laundry	As described – 5m2

COMMON ROOMS FOR STAFF USE ONLY

DESCRIPTION OF ROOM NAME (Description)
Example: Staff dining room

DESCRIPTION OF EACH UNIT

Unit Number or Name	Number of Lounges	Number of Bathrooms	Any Other Rooms	Bedroom Name/Number & Type of Bed	Bedroom Measurements in Square Metres	Max. Number of Persons per Bedroom	Max. Number of Persons per Unit
Example: Cottage 1	1	2	Kitchen	1 King Zip	16.5m2	2	4
			Dining	2 Single	16.5m2	2	
			Study				