



Notice of other changes

Residential Services (Accreditation) Act 2002

This form is effective from 28 November 2024

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 3013 2666 or call 13 QGOV (13 74 68) for after hours enquiries.

Privacy statement—please read

The Department of Housing and Public Works 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 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) Mobile</p> <p>Email</p> <p>Preferred contact method Phone 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) Mobile</p> <p>Email</p> <p>Preferred contact method Phone 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) Mobile</p> <p>Email</p> <p>Preferred contact method Phone Mobile Email Mail</p> <p>Name of signatory</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) Mobile</p> <p>Email</p> <p>Preferred contact method Phone Mobile Email Mail</p>
<p>Criminal history change</p> <p>Disclosure of previous convictions does not automatically disqualify a person from being involved in the operation of a residential service. However, ongoing failure to disclose convictions may result in service accreditation being cancelled. 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>Name of signatory</p> <p>Signature Date DD / MM / YYYY</p>

Part 3(a)—Criminal history check

<p>Criminal history check</p>	<p>You will need to apply for a criminal history check for each person listed in Part 2 who is an individual service provider or associate. You will be issued a National Police Certificate for each criminal history check completed. You will need to submit the National Police Certificate/s to Regulatory Services with your application.</p> <p>Go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates to obtain a criminal history check. Fees may apply.</p>
<p>Suitability</p> <p>Disclosure of previous convictions does not automatically disqualify you from being involved in the operation of a residential service. However, ongoing failure to disclose convictions may result in service registration being cancelled. You will need to complete a criminal history check for each person listed in Part 3 who is an individual service provider or associate.</p> <p>Sign here </p>	<p>Do you have any convictions less than five years old?</p> <p>No Yes—Please attach details</p> <p>Do you have any convictions greater than five years old where the sentence imposed was 30 months imprisonment or greater?</p> <p>No Yes—Please attach details</p> <p>Have you ever been bankrupt or taken advantage of a law about bankrupt or insolvent debtors (as a debtor)?</p> <p>No Yes—Please attach details</p> <p>Have you ever had an application refused or cancelled under the <i>Residential Services (Accreditation) Act 2002</i> or similar Act of any state, territory or country?</p> <p>No Yes—Please attach details</p> <p>I have checked the answers I have given in this part and state that they, and the additional documents provided, are true and correct in every detail.</p> <p>Name of signatory</p> <p>Signature Date DD / MM / YYYY</p>

Part 4—Change to the registered premises (If not applicable move to next section)

Part 4(a) Destruction of registered premises

<p>Destruction details</p>	<p>Date/s of destruction</p>
<p>What caused the destruction?</p>	<p>Natural disaster (i.e. fire, flooding, storms) Malicious intention (i.e. vandalism) Other, please detail</p>
<p>Current status of residential service?</p>	<p>Is the residential service still operating? No Partially Yes</p> <p>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? Please attach details</p> <p>Note: Please contact Regulatory Services on 07 3013 2666 as a matter of priority.</p> <p>Has the premises been condemned by the local council? No Partially Yes</p> <p>Please attach details</p>
<p>Please outline the events that caused the destruction to the registered residential premises.</p>	<p>..... </p>

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 3013 2666 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

Please email the completed application and any supporting documentation to regulatoryservices@housing.qld.gov.au or alternatively by post to the address below.

Regulatory Services

GPO Box 690
Brisbane QLD 4001

If you would like more information regarding this application, contact Regulatory Services on 07 3013 2666, email regulatoryservices@housing.qld.gov.au, or visit our website at www.housing.qld.gov.au.

After hours enquiries can be made by calling 13 QGOV (13 74 68).

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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

You are required to complete a criminal history check and submit a National Police Certificate for each individual listed on this form. Fees may apply.

Go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates to apply.

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 146S of the *Fire Services Act 1990* as a plan that states each of the following matters, which must comply with the fire safety standard:

- (1) A fire safety management plan for a building is a plan that states each of the following and complies with subsections (2) and (3)—
 - (a) the allowable number of occupants for the building;
 - (b) the proposed maintenance schedule for the building's prescribed fire safety installations;
 - (c) the evacuation plan for evacuating the building's occupants, including occupants with an intellectual or physical building;
 - (d) proposed training programs for occupants and persons employed in the building about—
 - (i) fire management and prevention; and
 - (ii) emergency evacuation;
 - (e) a list of the building's prescribed fire safety installations, together with the brand name and model number of each installation, if applicable.
- (2) The matters mentioned in subsection (1)(a) to (d) must comply with the fire safety standard.
- (3) 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.

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:

- (a) the number of residents allowed to occupy the premises, taking into account room size requirements stated in the prescribed building requirements for the premises;
- (b) the proposed maintenance schedule for the premises' fire safety equipment;
- (c) the evacuation plan for evacuating the premises' occupants, including, for example, occupants with an intellectual or physical disability, in the event of a fire on the premises;
- (d) the proposed training programs for the premises' occupants and staff of the service about—
 - (i) fire management and prevention; and
 - (ii) emergency evacuation;
- (e) a list of the premises' fire safety equipment, together with the brand name and model number, if any, of each piece of equipment.

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.