

Application for a change of an associate

Residential Services (Accreditation) Act 2002

This form is effective from 3 September 2018

ABN: 86 504 771 740

OFFICE USE ONLY

Date received

Application number

Lodgement details

Lodgement unit number

Amount allocated

\$

CHC amount

\$

Total amount

\$

Instructions

This form needs to be completed to notify the department of a change of an associate of the service provider for a registered residential service, as required under Section 68 of the *Residential Services (Accreditation) Act 2002* (the Act).

Please note:

- The Notes accompanying this form should be read before completing this form
- Use BLOCK letters when you fill out this form
- 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 also be used for the purpose of publishing contact details (phone number and email address) on the Find Registered Accommodation website so that members of the public can obtain additional information regarding accommodation and optional services available. Limited personal information may be used for related research, policy or planning functions. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.

Fee

No application fee is applicable.

Part 1—Details of service provider (to be completed by the service provider)

<p>Name of service provider Please include the company number and ABN if a corporate service provider or the names of all individuals carrying on the registered service</p>	<p>.....</p>
<p>Address of residential service</p>	<p>Address</p> <p>Suburb State Postcode</p>
<p>Postal Address</p>	<p>Postal address</p> <p>Suburb State Postcode</p>
<p>Commencement of associate</p>	<p>Has the associate commenced performing the role? Yes No</p> <p>If yes, date commenced</p> <p style="text-align: center;">DD / MM / YYYY</p>

Part 3—Criminal history check and declaration
(to be completed by the associate on commencement)

Criminal history check and fee

A criminal history check will need to be conducted for a person acting as an associate to determine whether or not the person is a suitable person to be an associate. The fee to conduct the check is \$40.00 (inclusive of \$1.73 GST).

A criminal history check will be conducted in accordance with the legislation as outlined in the *Residential Services (Accreditation) Act 2002*.

As the person acting as an associate you are required to sign this section. In doing so, you understand that you are:

- giving consent to a national criminal history check being conducted by the Queensland Police Service (QPS) and for the QPS and other Australian police services to disclose your criminal history information and any impending charges to Regulatory Services;
- indicating your understanding that any disclosure will be subject to applicable Commonwealth, State or Territory legislation and/or police policy.

I have checked the answers I have given and state that they are true and correct in every detail. I also acknowledge that it will be the ongoing responsibility of the Service Provider to maintain my correct contact details (phone number and email address), with Regulatory Services.

Declaration

Sign here 

Signature of associate

Name of signatory

Date

DD / MM / YYYY

Part 4—Cessation of associate (to be completed by the service provider)

Cessation of associate

Has the associate stopped performing the role?

Yes No

If yes, date stopped

DD / MM / YYYY

Name of associate

Notice

Each service provider is required to sign to certify the information

(For a corporation 1x director and 1x director or secretary unless you are the sole director (see section 127 of the *Corporations Act 2001* (Cth))

Sign here 

I certify that the associate is no longer involved in the operation of the residential service as indicated above.

Signature of service provider or corporation representative (director)

Signature of service provider

Name of signatory

Date

DD / MM / YYYY


Signature of service provider

Name of signatory

Date

DD / MM / YYYY

Part 5—Checklist and notice about commencement (to be completed by the service provider)

<p>Checklist</p>	<p>Have you included with your application:</p> <ul style="list-style-type: none"> a certified copy of a birth certificate, birth extract, passport or drivers licence; Documents can be certified by a Justice of the Peace, Commissioner for Declarations, solicitor or notary public. the criminal history check fee of \$40.00
<p>Notice</p> <p>Each service provider is required to sign to certify the information</p> <p>(For a corporation—1x director and 1x director or secretary unless you are the sole director (see section 127 of the <i>Corporations Act 2001</i> (Cth))</p> <p>Sign here </p>	<p>I certify the information provided by me about the associate is true to the best of my knowledge and hereby seek consideration of their suitability as an associate.</p> <p>Signatures of service provider or corporation representatives (director)</p> <p>.....</p> <p>Name of signatory</p> <p>Date</p> <p style="text-align: center;">DD / MM / YYYY</p> <p>.....</p> <p>Name of signatory</p> <p>Date</p> <p style="text-align: center;">DD / MM / YYYY</p>

Part 6—Lodgement and payment details

<p>Lodgement</p>	<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 or assistance with completing your 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>
<p>Payment details</p>	<p>Money Order Cheque BPOINT</p> <p>Please make money order or cheque payable to Regulatory Services. Pay via BPOINT at www.bpoint.com.au/pay/DHPWREGULATORYSERVICES Biller Code: 165539</p> <p>A receipt will not be issued unless specifically requested.</p>

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ABN: 86 504 771 740

Instructions

Use the Residential Services Form 6 to notify of a change of an associate (use a separate form for each associate)

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
 - b) make house rules for a registered premises
 - c) manage a personal care service provided to residents in the service
 - d) manage the medication of residents in the service
 - e) 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. collect rent from residents in the service;
2. cleans or maintains the registered premises or facilities.

A service provider of a registered residential service is required to give notice within 30 days after a person becomes an associate of the service provider for a registered service, under Section 68 of the *Residential Services (Accreditation) Act 2002*.

Note: to supply incorrect or misleading information may subsequently result in the refusal or cancellation of registration. Conducting an unregistered residential service or acting as a service provider without registration or conducting a residential service in unregistered premises may attract a maximum penalty of 200 penalty units (maximum penalty \$26,110). The penalty for a corporation may be up to 1000 penalty units (maximum penalty \$130,550).

Note: The fees and penalty amounts referred to in this form may be altered at any time.