

# SSL-Form-01 – Declaration that premises are not short stay accommodation

Tip: If you're navigating the form using your keyboard, please use the up and down arrow keys instead of the tab key.

## Explanatory notes

### What is the purpose of this form?

This form must be used by owners and renters of premises to provide a booking platform provider with a declaration that their premises are excluded from the short stay levy on the basis that they fall within one of the exclusions in the *Short Stay Levy Act 2024*.

### Who can complete this form?

The form must be completed by:

* owner
* renter
* In the event of a company/incorporated association being the owner or renter, a person authorised to make a declaration on behalf of the company/incorporated association
* In the event of a trust being the owner or renter, a person authorised to make a declaration on behalf of the trust.

### How is this form lodged?

You are required to submit the declaration directly to any booking platforms that accept short stay bookings on your behalf. Do not send this form to the State Revenue Office (SRO).

The booking platform must keep this declaration for 5 years and be able to readily produce it upon request by the SRO.

More information about how to complete this declaration, the short stay levy and the excluded property categories is available on [our website](https://www.sro.vic.gov.au/short-stay-levy) (https://www.sro.vic.gov.au/short-stay-levy).

## Collection notice

This form is used by owners and renters of premises to provide a booking platform with a declaration that their premises are excluded from the short stay levy on the basis that they fall within one of the exclusions in the *Short Stay Levy Act 2024*. The SRO facilitates the collection of information to perform the functions and powers conferred on it under the *Short Stay Levy Act 2024* and the *Taxation Administration Act 1997*.

The information on this form is collected pursuant to the requirements set out in section 21 of the *Short Stay Levy Act 2024*. If you do not provide this information, you may be in breach of your obligations under section 21 of the *Short Stay Levy Act 2024*. If the SRO determines the property was not eligible for exclusion from the short stay levy, the person who made the declaration and the booking platform provider are both liable to pay the levy on bookings in the property and any interest or penalty tax.

The SRO may obtain a copy of this form from the booking platform for the purposes of the administration of the *Short Stay Levy Act 2024* and the *Taxation Administration Act 1997*.

You can contact your booking platforms regarding their Privacy Policy.

## Declaration

|  |  |
| --- | --- |
|  | I am authorised to make this declaration. |
|  | I declare the properties identified in this declaration are excluded from the short stay levy on the basis that they fall within one of the exclusions in the *Short Stay Levy Act 2024*. |
|  | In the event the Commissioner of State Revenue determines the relevant property to be short stay accommodation, I acknowledge I will be liable for any short stay levy payable on short stay bookings in the property and for any interest and penalty tax imposed under Part 5 of the *Taxation Administration Act 1997* if an underpayment of levy has occurred. |
|  | In the event that a property listed in this declaration is no longer eligible for exclusion from the short stay levy, I undertake to notify the relevant booking platforms. |
|  | The information provided on this form and in any attached documents is complete and correct. I understand that penalties apply for giving false or misleading information or omitting information. |
|  | I consent to the electronic service of notices and other documents in accordance with the requirements of the *Electronic Transactions (Victoria) Act 2000* at the following email address and phone number. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | | |
| First name |  | Middle name(s) — optional |  |
| Family name |  | Position — optional |  |
| Mobile number |  | Phone number |  |
| Email |  | | |

## Applicant details

|  |  |  |  |
| --- | --- | --- | --- |
| Are you the owner or renter? (Please select only one option) | | | |
|  | Owner |  | Renter |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you an individual, company/incorporated association or trust? (Please select only one option) | | | | | |
|  | Individual |  | Company/incorporated association |  | Trust |
| Please complete the relevant details for your entity type (e.g. individual, company/incorporated association or trust). | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Individual – provide details if you indicated that you are an individual | | | | |
| First name |  | Middle name(s) — optional |  |
| Family name |  | | |

|  |  |
| --- | --- |
| Business – provide details if you indicated that you are a company/incorporated association | |
| Name of company or incorporated association |  |
| ABN (Australian Business Number) |  |
| ACN (Australian Company Number) — optional |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Trust – provide details if you indicated that you are a trust | | | | |
| Name of trust |  | ABN (Australian Business Number) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Postal address | | | |
| Street number and name |  | | |
| Suburb or town |  | State |  |
| Postcode |  | Country |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact details | | | |
| Mobile number |  | Phone number — optional |  |
| Email |  | | |

## Property

|  |  |  |  |
| --- | --- | --- | --- |
| Property details | | | |
| If you are providing a declaration for multiple properties, please attach a schedule listing each of the properties and their exclusion details. | | | |
| Floor/level number and type — optional |  | | |
| Flat/unit number and type — optional |  | | |
| Lot number — optional |  | **Street number** |  |
| Street name |  | | |
| Suburb |  | | |
| State |  | **Postcode** |  |

|  |  |
| --- | --- |
| Property exclusion details | |
| On what basis is the property excluded from the short stay levy? | |
|  | Category 1 Premises that are occupied as the principal place of residence of a natural person who is the owner or renter of the premises. |
|  | **Category** **2** Commercial residential premises according to section 195-1 of the *A New Tax System (Goods and Services Tax) Act 1999* of the Commonwealth (such as a hotel, motel or hostel). |
|  | Category **3** A residential care facility according to section 3(1) of the *Land Tax Act 2005* |
|  | Category **4** A retirement village according to section 3(1) of the *Retirement Villages Act 1986.* |
|  | Category **5** A registered rooming house according to section 3(1) of the *Residential Tenancies Act 1997.* |
|  | Category **6** Student accommodation provided by a higher education provider according to section 16-1 of the *Higher Education Support Act 2003* of the Commonwealth. |
|  | Category **7** A supported residential service according to section 3(1) of the *Supported Residential Services (Community Visitors) Act 2010*. |
|  | Category **8** Temporary crisis accommodation according to section 3(1) of the *Residential Tenancies Act 1997*. |
|  | Category **9** Accommodation provided by or in connection with a facility to accommodate any person who has a connection to the facility, including a contractor or employee or a person who is a client of the facility (such as employee accommodation offered by schools and healthcare facilities or farm worker accommodation). |

## Supporting documents

|  |  |
| --- | --- |
| Document checklist | |
| The following documents, where applicable can be supplied together with this declaration to the booking platform: | |
|  | If you are providing a declaration for multiple properties, a schedule listing each of the properties and their exclusion details. |