

Bookeasy Reservations System Signup

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Applicant Details

Business Name

ABN

Street Address

GST Registered?

Yes

No

Current Postal Address

Email Address *EFT remittances will be emailed to this address*

Phone

Accounts Contact Person

Bank Account Details

Bank Name

Branch Address

Account Name

BSB

Account Number

*If you are a **business/organisation**, for security purposes the following document must also be provided:

- Copy of bank statement or extract thereof showing the business/organisation name(s), bank account details and address information. *We do not require financial information so the top portion of the bank statement is sufficient or you may provide a letter from the bank confirming account details. This is to safeguard the integrity of supplier banking details.*

Conditions

- I agree to Ballina Shire Council's 11% referral fee incurred from inventory sold through the Ballina Visitor Information Centre (please note other distribution channels through Bookeasy vary, note when selecting distribution channels).
- I agree to maintain my listing ensuring it is accurate, current and a true reflection of my inventory available for sale.
- I will not publish any information or offer an incentive suggesting that the customer should book directly with the property as opposed to using the Bookeasy system or the Ballina Visitor Information Centre.
- I declare that I hold and shall maintain the appropriate compliance approvals, licences, certificates and insurances for the good(s)/service(s) supplied to Ballina Shire Council visitor services.
- I will inform the Ballina Visitor Information Centre if any of the details listed in this form change, thus enabling payments to be made correctly.
- The customer agrees to repay BSC on request any payments credited to the customer in error and BSC reserves the right to offset the amount of any overpayment.
- This form contains personal information which is being collected for the purpose of providing a creditor payment/refund and to enable Council to perform any other duty or tasked under any relevant legislation. The information will be processed by the Corporate and Community Division and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Council's electronic document management system.

Please note Bookeasy makes available a knowledge base with answers to frequently asked questions and directions on setting up your account. If you do experience any issues Bookeasy can be contacted during AEST on 1800 754 499 or (07) 5668 2540. Additionally you can log a support request through the knowledge base on your console.

Applicant Declaration

I/we declare that the details as shown on this form are complete and correct and that I will advise if these details change. I/we understand that it is a serious offence to provide false or misleading information.

Name

Position

Applicant Signature

Date

SUBMIT FORM

Office Use Only

Applicant Approved

Yes

No

Staff Signature

Date