



Registration of an Accommodation Premises

Form: EHPA02

Updated: August 2014

When a premises provides accommodation facilities for 5 or more people (4 or more for a rooming house) at a time, this type of premises is required to be registered with Council under the Public Health and Wellbeing Act 2008 as a prescribed accommodation.

Prescribed Accommodation premises can be Bed and Breakfasts, Guest Houses, Rooming Houses, Hostels, Hotel/Motels, School and Holiday Camps and Boarding Houses.

In starting the process of a new business there are many steps to consider ensuring your business is successful and that you have met your legal requirements. Following is a step by step guide to explain the steps you will need to go through to obtain registration.

First Steps

Once you have decided on a location for your premises and the services you will be offering but before you sign a lease, you will need to discuss the proposal with Council's Planning Department (5142 3430) to determine if a planning permit is required for your activities. You will also need to gain advice from a local building surveyor on the requirements for a building permit if fit out works are being undertaken, for building change of use and for fire safety measures. This ensures you have all the relevant advice and will prevent delays during the registration process.

Next arrange a suitable time with an Environmental Health Officer (EHO) at the Council Offices to discuss your initial proposal. To assist with discussions, it is encouraged that you have basic plans/layouts of premises.

Following these preliminary discussions, you will need to arrange an onsite inspection of the proposed premises with the EHO. This will give you advice in regards to the equipment required and modifications you may be required to undertake. These alterations may need to be discussed with the property owner before you sign a lease agreement.

Items for consideration include;

Bedroom sizes to avoid overcrowding	Provision of sufficient sanitary facilities
Provision of adequate supplies of hot water	Provision of adequate supplies of drinking water
Appropriate rubbish disposal	Provision of an accommodation register
Adequate wastewater disposal	Provision and laundering of linen
Maintenance of fixtures, surfaces and equipment	

In addition to the requirements set out in the Public Health and Wellbeing Regulations 2009, Rooming Houses will be required to demonstrate compliance with the Residential Tenancies (Rooming House Standards) Regulations 2012. Please refer to the link on Council's website for further information.

Civic Centre: Port of Sale

70 Foster Street (PO Box 506), Sale Victoria 3850
Telephone 1300 366 244 • Facsimile 03 5142 3499
enquiries@wellington.vic.gov.au • www.wellington.vic.gov.au • DX 85008

Service Centre: Yarram

156 Grant Street, Yarram Victoria 3971
Telephone 03 5182 5100

**NATIONAL
AWARDS**
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It is also important that all relevant utility providers (water, sewerage, gas, electricity, waste) are contacted to determine their connection and supply requirements.

Gippsland Water	1800 066 401	www.gippswater.com.au
SP Ausnet	1300 360 795	www.sp-ausnet.com.au
Towards Zero Waste	1300 130 129	
Origin	13 29 72	www.originenergy.com.au

(please note that this list is not a complete list of all providers)

Submitting Plans For Review

Once you have determined the proposed fit out of the premises, you are required to submit detailed structural plans and specifications to the Environmental Health Office. These plans will be reviewed to ensure compliance with the legislation.

Your plans submission should include:

- ❖ Floor plans and elevations drawn to scale
- ❖ Details of all fixtures, equipment and finishes

A review letter will be provided if further information is required to assess your proposal.

Getting Started

Once you have been notified that your plans have the approval of the Environmental Health Office and you have received the appropriate planning and building permits if required, you can commence the fit out of the premises.

It is important during this stage to regularly make contact with the Environmental Health Office if you have any questions or concerns. An Environmental Health Officer will conduct regular pre-registration inspections throughout the construction process.

Ready to Open

Once you have completed the renovations for your premises, received all relevant building and planning permits, conducted a final clean and prior to commencing trade, you need to contact the Environmental Health Office to arrange for a final inspection. It is recommended that sufficient time be left between the final inspection and proposed opening date to allow for any items to be rectified prior to opening.

If your premises receives approval to operate from the Environmental Health Officer, you will be required to complete an Application for Public Health and Wellbeing Act Registration. This form is provided by the EHO and must be accompanied by the prescribed fees. Registration fees are charged on a pro rata basis. Please contact the Environmental Health Office for the most up to date fee structure.

Trading

Once your business is trading, you will undergo regular routine inspections with an EHO to ensure the business is maintained in accordance with legislative requirements. You will be required to renew the Public Health and Wellbeing Act registration each year.

Registered rooming houses will be entered by Council onto the statewide Rooming House Register that is overseen by Consumer Affairs Victoria.

For further information call Wellington Shire Environmental Health Unit on 5142 3410.