

Application for:
Prescribed Accommodation Business Permit



Public Health and Wellbeing Act 2008

Lifestyle Capital of Victoria

Information for Operators

Premises involved in any of the following activities must be registered with the Council in the municipal district in which they operate.

Type	Definition
Rooming House	A building in which one or more rooms are available for rent and the total number of people who may occupy those rooms is four or more.
Residential Accommodation	Any house, building, or other structure used as a place of abode where a person or persons can live on payment of consideration to the proprietor, but does not include: a) a hotel or motel or; b) a hostel; or c) a student dormitory; or d) a holiday camp; or e) a rooming house
Hotel / Motel	A residential hotel and any residential premises in respect of which a general license or on-premises license is granted under the Liquor Control Reform Act 1998.
Hostel	Any house, building or structure, whether temporary or permanent, which is used primarily for the accommodation of travelers.
Student dormitory	Any dormitory, student hostel, hall of residence or residential college for the accommodation of students which is controlled by or operated under an agreement with or affiliated with: (a) an institution providing educational services for children; (b) or adult, community and further education services or; (c) an autonomous college or adult education institution.
Holiday Camp	Any house, building or structure, whether temporary or permanent which is used for accommodation of student groups, youth groups or family groups for holiday or recreational purposes.

Exemptions

Please note, the following types of accommodation are exempt from the requirement to register under the Public Health and Wellbeing Act 2008:

- A house under the exclusive occupation of the occupier;
- Self-contained flats under the exclusive occupation of the occupier;
- Temporary crisis accommodation;
- Health or residential services;
- Nursing homes;
- Retirement villages; and
- Any vessel, tent or caravan;
- Premises in which, other than the family of the proprietor, not more than 5 persons are accommodated, and which is not a rooming house.

Regulations

If any person is accommodated for a period longer than 31 days:

- Only one person is permitted in a bedroom with a floor area of less than 12m²
- Two people are permitted in a bedroom with a floor area of more than 12m²
- Each additional person is permitted for every 4m² of floor area that exceeds 12m²

If any person is accommodated for a period less than 31 days:

- Two people are permitted in a bedroom with the floor area of less than 10m²
- Three people are permitted in a bedroom with the floor area of 10m² or more
- An additional person is permitted for every 2m² of floor area that exceeds 10m²

If children are accommodated at the rooming house:

- One child under three years of age is not counted as a person
- Two children under three years of age are counted as one person

There must be at least one toilet, one bath or shower and one wash basin for every 10 persons.

Permit Requirements

If you are intending on operating one of the abovementioned premises, you must first contact Council's **Business Concierge on 1300 322 322** to receive advice on town planning, building, compliance and safety requirements and to seek business support and advice.

- You must obtain advice on whether a town planning permit is required for the proposed use and obtain information on the permit requirements.
- You must obtain advice from a registered building surveyor to ascertain whether a building permit is required for any building of / fit out / proposed structural changes to a building.
- The Economic Development Unit can provide new business or change of existing business support.

The Initial Registration Process

1. It is **strongly recommended** that all proposed prescribed accommodation businesses submit floor plans outlining the layout of the premises. The premises construction should not commence prior to approval to ensure it complies with the Public Health and Wellbeing Regulations 2009.
2. Complete and submit the application form (below), attach a copy of the prescribed accommodation floor plan and provide any requested documents and information.
3. An Environmental Health Officer (EHO) will assess your plans and write to you explaining any required amendments or construction conditions. If amendments are required you will need to re-submit your plan.
4. When the plans are deemed satisfactory council will approve the plans with conditions.
5. Once your plans have been approved you can commence construction or structural alterations of the premises.
6. A final inspection of the constructed premises must be undertaken to ensure the premises complies with all standards. If required, a progress inspection may also be carried out. All final inspections must be booked at least one week prior to allowing residents to reside at the premises.
7. An application to register will be issued to you at this time and should be paid prior to the final inspection.

Registration fees

Public Health & Wellbeing Act Premises	Initial Registration Fee Fee 2021/2022	Annual Registration Fee 2021/2022	Transfer Fee 2021/2022	Express Transfer (2 days) Fee 2021/2022
PA Prescribed accommodation <20 beds Hotel/Motel/Student Accommodation	\$482	\$279	\$203	Additional \$66
PA Prescribed accommodation >20 beds Hotel/Motel/Student Accommodation	\$502	\$299	\$203	Additional \$66
PA Prescribed accommodation >40 beds Hotel/Motel/Student Accommodation	\$518	\$315	\$203	Additional \$66
Rooming House 3-5 Rooms	\$812	\$609	\$203	Additional \$66
Rooming House 6 Rooms	\$914	\$711	\$203	Additional \$66
Rooming House 7 Rooms	\$1035	\$832	\$203	Additional \$66

Rooming House 8 Rooms	\$1157	\$954	\$203	Additional \$66
Rooming House 9 Rooms	\$1259	\$1056	\$203	Additional \$66
Rooming House 10 Rooms	\$1355	\$1152	\$203	Additional \$66
Rooming House 11 Rooms	\$1472	\$1269	\$203	Additional \$66
Rooming House 12+ Rooms (Initial \$1472) plus per room	\$112	\$112		

Certificate of Registration

Once all requirements have been completed registration will be granted and you will be issued with a certificate of registration. This certificate must be kept at the premises at all times.

Premises Plans

Please attach premises floor plans which are to scale of 1:100 (or greater) and clearly show the location of all: bedrooms, size of each bedroom (m²), kitchens, bathrooms, toilets, windows, doors, smoke alarms, lighting, ventilation, laundry, common areas, storage.

Privacy Statement

The personal information requested on this form is being collected by Council for the food premises permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.

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Please return this application form to:

To: Email: health@frankston.vic.gov.au

Environmental Health Unit
Frankston City Council

Please send all applications and correspondence
regarding your application to the above email address

30 Davey Street
Frankston 3199 Phone: (03) 9784 1915

Applicant Details		
Name:		
Postal Address:		
Phone:	Bus:	Mob:
Email:		
Date:	Applicant Signature:	
Business Details		
Proprietor (sole trader or Pty Ltd): Note: A Trust is not a legal entity for the purpose of the Health Act. The proprietor for a Trust is the Trustee/s		
Proprietor Residential Address:		
Proprietor Postal Address(if different from above):		
Contact Name:	Business Phone:	
Mob:	ABN No.:	
Email:		
Prescribed Accommodation Premises Details		
Trading Name of Premise:		
Address of Business:		
Premise is new and has not been built <input type="checkbox"/>	Premise has already been built <input type="checkbox"/>	

Street/Postal Address:			
Suburb:		Post Code:	
Premises Type (please select your main activity)			
Rooming House	<input type="checkbox"/>	Student Dormitory	<input type="checkbox"/>
Hotel	<input type="checkbox"/>	Motel	<input type="checkbox"/>
Hostel	<input type="checkbox"/>	Holiday Camp	<input type="checkbox"/>
Residential Accommodation	<input type="checkbox"/>		
Required Documents			
Detailed premises floor plans showing:			
<ul style="list-style-type: none"> - Bedrooms - Size of each bedroom (m²) - Kitchens - Bathrooms - Toilets - Common areas 		<ul style="list-style-type: none"> - Smoke Alarms - Windows - Doors - Lighting - Ventilation - Storage - Laundry 	
Please allow 10 business days for the application to be processed			