

# Application for Prescribed Accommodation Registration

*Public Health and Wellbeing Act 2008 (Vic)*



## Proprietor Details

Proprietor(s) name: (full name, partnership or Company/Pty Ltd - a Trust is not a legal entity)	
Proprietor(s) address: (Residential address for an individual/partnership or Registered address for a company/Pty Ltd)	
Postal Address: (if different from above)	
Email:	Mobile number:
ABN/ACN:	Date of birth: (for individuals)

## Business Operator and Premises Details

Trading name of business: (if applicable)	
Premises address:	
Primary contact name:	Primary contact mobile:
Rooming House operator name: (for Rooming House applications)	
Rooming House operator email: (for Rooming House applications)	Rooming House operator mobile number: (for Rooming House applications)
Rooming House operator ABN/ACN: (for Rooming House applications)	Rooming House operator date of birth: (for Rooming House applications)
<input type="checkbox"/> Premises is new and has not been built <input type="checkbox"/> Premises has already been built	Proposed Registration/Settlement date:

## Prescribed Accommodation Information

### Type of prescribed accommodation:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Rooming House | <input type="checkbox"/> Hostel            | <input type="checkbox"/> Residential Accommodation     |
| <input type="checkbox"/> Hotel         | <input type="checkbox"/> Student Dormitory | <input type="checkbox"/> Labour Hire Accommodation     |
| <input type="checkbox"/> Motel         | <input type="checkbox"/> Holiday Camp      | <input type="checkbox"/> Other... <input type="text"/> |

### Provide a brief description of the prescribed accommodation:

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☐ **Attach a detailed floor plan of the prescribed accommodation**

Your prescribed accommodation premises plans should include the following:

- A plan of the premises drawn to a scale of not less than 1:100 and showing the proposed use of each room.
- Show the layout of all bedrooms, common areas, amenities, storage, windows, doors and lighting.
- Indicate the size of each bedroom (m<sup>2</sup>).
- Indicate locations of the waste storage area and the number of waste receptacles.

## Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information
- If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).
- If the business is owned by a company or association – the applicant on behalf of that body must sign and print their name.

## To be completed by the proprietor

Name of Proprietor

Signature of Proprietor

Date

*Where the proprietor is a company, the signature(s) must be of an authorised officer of that company.  
We may contact you to verify any information you have provided.*

## Application Checklist – please tick the following boxes prior to submitting form

- ☐ For *Consumer Affairs Victoria* Rooming House Licensing requirements  
If proprietor is an individual, a Date of birth is provided.
- ☐ If proprietor is a company, an associated ABN and ACN for the proprietor is provided.
- ☐ Detailed floor plans of prescribed accommodation premises is included

## Online Payments and Registration

Upon submission of your completed application and supporting documentation, you will receive an invoice via email for payment. Payment can then be made online by credit card. Once payment is received your application will progress. We aim to assess all applications within 10 business days.

## Are you buying an existing prescribed accommodation business?

If you are buying an existing prescribed accommodation business, please contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to request a Transfer of Prescribed Accommodation Registration Application. A transfer inspection is required to be completed and approved prior to commencement of operations.

We strongly recommend you to apply for a Pre-Purchase inspection, this report will detail any outstanding requirements and/or Orders for an existing business. Please contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to request a Pre-Purchase inspection.

## How to Apply

- † In Person** Frankston City Council Civic Centre, 30 Davey Street, Frankston  
Seaford Community Centre, Shop 1, 6 Broughton Street, Seaford  
Langwarrin Service Centre, Shop 6, Gateway Shopping Centre, Langwarrin
- ✉ By Mail** Frankston City Council, Environmental Health, PO Box 490, Frankston VIC 3199
- 💻 Online** Send applications with supporting documentation to [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

## Environmental Health Plan Assessment

If you are constructing a new prescribed accommodation premises or your existing premises requires structural alterations, we offer a plan assessment service that provides written advice prior to the construction commencing or finalising. This will ensure the premises complies with the relevant structural requirements and reduce costly mistakes before the construction finalises or starts. Please contact [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) to apply for plan assessment.

## Fees for Health Business Registration

Prescribed Accommodation Premises	Initial Registration Fee 2023/2024	Annual Registration Fee 2023/2024
Prescribed Accommodation <20 Bedrooms	\$509	\$295
Prescribed Accommodation >20 Bedrooms	\$529	\$315
Prescribed Accommodation >40 Bedrooms	\$545	\$332
Rooming House 4-5 Bedrooms	\$856	\$643
Rooming House 6 Bedrooms	\$964	\$750
Rooming House 7 Bedrooms	\$1093	\$878
Rooming House 8 Bedrooms	\$1221	\$1007
Rooming House 9 Bedrooms	\$1328	\$1115
Rooming House 10 Bedrooms	\$1430	\$1216
Rooming House 11 Bedrooms	\$1553	\$1339
Rooming House 12+ Bedrooms	\$1553 Plus \$117.00 per extra room	\$1339 Plus \$117.00 per extra room

## Further Information

Environmental Health  
Phone: (03) 9784 1915  
Email: [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au)

### Disclaimer

A Public Health and Wellbeing Act 2008 Registration does not constitute a Planning or Building approval, and further approvals and considerations are required under the Building Act and Planning and Environment Act for the proposed food premises to be both constructed and used. You must obtain this formal confirmation regarding any Planning and Building requirements from the relevant Council departments. Please contact each respective department on 1300 322 322.

### Privacy Statement

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see [www.frankston.vic.gov.au](http://www.frankston.vic.gov.au) or contact Council's privacy officer on 1300 322 322.