**Prescribed Accommodation Registration Application**

The *Public Health and Wellbeing Act 2008* (the Act) *– Prescribed Accommodation Regulations 2009* regulates the standards and requirements of the provision of accommodation by eligible premises in Victoria.

Premises requiring registration include: residential accommodation, hotels and motels, hostels, student dormitories, holiday camps and rooming houses.

On receipt of this application, an Environmental Health Officer will contact you to arrange a suitable time to inspect the premises to ensure it meets all relevant regulations. We will provide a written assessment of the inspection, along with an invoice for the registration fee. Fees form part of the registration and will need to be paid prior to commencement of trade.

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| **Premise details:** |
| **Trading name:** |       |
| **Address:** |       |
| **Premises type:** |       |
| **Proprietor details:** (sole proprietor, or company name etc) |
| **Name:** |       |
| **Address:** |       |
| **ACN:** (if company) |       |
| **Business details:** |
| **ABN:** |       |
| **Mailing address:** |       |
| **Phone – business** |       | **Phone – mobile**  |       |
| **Email** |       |
| **Contact person name:** |       |
| **Contact person for this application:** (if different to above) |
| **Name:** |       |
| **Business name:** |       |
| **Mailing address:** |       |
| **Phone – business** |       | **Phone – mobile**  |       |

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| **Accommodation details: please complete:** |
| **[ ]** Residential accommodation | **[ ]** Hotel / Motel | **[ ]** Hostel |
| **[ ]** Student dormitory | **[ ]** Holiday camps | **[ ]** Rooming house |
| **[ ]** Other, please specify:       |
| Maximum number of guests accommodated:       | Number of rooms:       |
| Do you provide food to guests and/or the public?  | **[ ]** Yes | **[ ]** No |
| **Swimming Pool/Spa:** |  |  |
| Is there a swimming pool and or spa available for guests to use? | **[ ]** Yes | **[ ]** No |
| **Required documentation:** |
| **[ ]** Plan of the premises drawn to scale of not less than 1:100 and showing the proposed use of each room.**[ ]** Current insurance certificate |
| **Further information** |
| If you have any questions or concerns or require any assistance completing this form please contact Council on (03) 5772 0333 or via email at eho@murrindindi.vic.gov.au |
| **Fees** |
| Application fees apply to all registrations. An invoice will be emailed upon successful final inspection.Registration fees are charged each calendar year. Renewals are emailed in December for the following year. If you require any assistance completing this form please contact Council on (03) 5772 0333 or via email at eho@murrindindi.vic.gov.au |
| **Declaration** |
|  I declare that to the best of my knowledge the information provided is true and correct and penalties exist for providing false or misleading informationApplicant Name:       |
| Signature: |       | Date:       |
| **Lodgement** |
| Email the relevant documents including this completed form to eho@murrindindi.vic.gov.au or lodge at a council office. |
| **Privacy statement** |
| The personal information requested in this form is being collected by Murrindindi Shire Council for the purpose of this application. We will not disclose your personal information without your consent, except where required to do so by law. To view our privacy policy, visit our website at [www.murrindindi.vic.gov.au/privacy](http://www.murrindindi.vic.gov.au/privacy) [ ]  If you do not wish for us to update our records with the information provided, please check this box.  |

You have lodged your new accommodation premises application. What happens now?

1. **Assessment (mandatory)**

The nominated Environmental Health Officer (EHO) will determine if there is enough information to assess your application.

If there is not enough information, the EHO will contact you within 10 business days detailing what is required.

Once the information provided is sufficient the EHO will complete their assessment of the application.

1. **Referral (where required)**

Once the required information has been received, the assessing EHO will determine whether the application requires referral to other authorities.

This will depend on your proposal and the nature of the application.

As an example, some of these authorities may include the Planning Department, Building Department, Community Safety, water authorities and DELWP etc.

1. **Inspections (mandatory)**

An EHO can come to your Premises to conduct a preliminary inspection. The EHO can offer guidance for you to meet registration requirements.

Contact the EHO when you are ready to trade at your Premises. The EHO will conduct a final inspection.

1. **Fees (mandatory)**

Upon successful completion of the final inspection, and invoice will issued for the registration fee.

1. **Issuing**

If an application has been assessed and deemed to satisfactorily meet the requirements of the *Public Health & Wellbeing Act 2008*, and the fee has been paid, a certificate to trade can be issued.

1. **Continuing your registration**

Annually an EHO will conduct an inspection of your Premises to ensure compliance with the Act and provide information and advice on updated information and training opportunities. Renewal notifications will be emailed in December to register your business for the following year.

An Environmental Health Officer is available all year round if you have any questions or concerns.