

Registration of an Accommodation Premises – *Public Health and Wellbeing Act 2008*

Background

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 and meet the standards in the Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020.

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

First Steps

Once you have decided on a location for your premises, and the services you will be offering, you will then need to contact the Council's Planning Department (ph: 1300 366 244) and discuss the proposal to determine if a planning permit is required for your operations. This step is best taken before you sign a lease or agree to a purchase of property.

If there are fit-out works to be carried out, you will need to seek advice from a local building surveyor on the requirements for a building permit. This step details that a building's uses are being changed, altering the processes for fire safety measures. It also ensures you have the relevant advice and prevents delays during the registration process.

Next, arrange a suitable time with an Environmental Health Officer (EHO) to discuss your initial proposal. To assist with discussions, it is recommended that you have basic plans/layouts of the premises. Following these preliminary discussions, you will need to arrange an onsite inspection of the proposed premises with the EHO.

The EHO will be available to respond to your questions on any specific equipment required or modifications that you may need 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
Adequate wastewater disposal	Provision and laundering of linen
Appropriate rubbish disposal	Provision of an accommodation register
Maintenance of fixtures, surfaces and equipment	Cleaning schedule

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 team. 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

Getting Started

Once your plans have been approved by a member of the Environmental Health team and you have received any required planning and building permits - you can commence the fit out of the premises.

It is important during this stage to regularly contact the Environmental Health team if you have any questions or concerns or are proposing changes to the endorsed plans.

Form: EHPA02 – Updated August 2022

Ready to Open

On completion of:

- The renovations for your premises
- Relevant building and planning permits
- Final clean, prior to commencement of trade

You will need to contact the Environmental Health Office to arrange an appointment for a final inspection. It is recommended that sufficient time is allocated 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 a Public Health and Wellbeing Act Registration. This form is provided by the EHO and must be returned with the registration fee.

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, please contact the Wellington Shire Council on 1300 366 244 and ask to speak to a member of the Environmental Health team.

Form: EHPA02 – Updated August 2022