

Requirements for prescribed accommodation premises

Responsible directorate: Health Services

Authorised by: City of Boroondara

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1. Introduction

1.1 About this document

The Public Health and Wellbeing Act 2008 ('the Act') and *The Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020* ('the Regulations') require certain accommodation providers to register with us and meet certain requirements.

This is not a prescriptive document but aims to provide general guidance for new operators of accommodation businesses.

2. Structural standards for prescribed accommodation premises

2.1 Overcrowding

Under the Regulations, the number of people that can be accommodated is determined by the floor area of rooms where people are sleeping and the number of toilet and bathing facilities. The number varies depending on the length of stay, as shown in the tables below.

Under the Regulations:

- each bedroom must have a minimum floor space of 7.5 square metres
- one child under the age of 3 is not counted as a person
- 2 children under the age of 3 are counted as one person
- floor area includes the area occupied by any cupboard or other built-in furniture, fixture or fitting but does not include any area occupied by a bathroom or toilet in, or attached to, the bedroom.

For stays longer than 31 days, the following applies.

Note: for every additional person, you must add another 4 metres squared.

Floor area of bedroom in metres squared	Maximum number of people permitted to occupy the bedroom
Less than 7.5	This room cannot be used as a bedroom
7.5 to less than 12	1
12 to less than 16	2

For stays of 31 days or less, the following applies.

Note: for every additional person, you must add another 2 metres squared

Floor area of bedroom in metres squared	Maximum number of people permitted to occupy the bedroom
Less than 7.5	This room cannot be used as a bedroom
7.5 to less than 10	2
10 to less than 12	3

2.2 Maintenance

You must maintain all bedrooms, toilets, bathrooms, laundries, kitchens and living rooms and common areas in:

- good working order
- clean, sanitary and hygienic condition; and
- a good state of repair.

2.3 Cleanliness

Ensure that all bedrooms and attached toilet or bathroom are thoroughly cleaned once vacated and before re-use by another occupier.

Change bed linen (if provided) with clean linen weekly, and after the accommodation is vacated and before its re-use by another occupier.

2.4 Water supply

You must:

- provide an adequate and continuous supply of water to all toilet, bathing, laundry and drinking water facilities; and

- supply an adequate and continuous supply of hot water to all bathing, laundry and kitchen facilities.

2.5 Drinking water

Water intended for drinking must be fit for human consumption.

2.6 Sewage and wastewater discharge

Ensure that all sewage and wastewater is discharged into a reticulated sewage system or an authorised wastewater treatment or management system.

2.7 Refuse receptacles and disposal

You must provide enough vermin-proof bins for the collection and storage of all rubbish and ensure these are regularly emptied and cleaned.

2.8 Toilets and bathing facilities

For every 10 people you must provide (at a minimum):

- one toilet, and
- one bath or shower, and
- one hand washbasin.

All facilities must be kept in a clean and hygienic condition and in a good state.

2.9 Registration of occupants

You must keep a register with the following information for a period of 12 months:

- names and addresses of occupants, and
- dates of arrival and departure of occupants.

3. Other registrations and requirements

Depending on the services you provide, you may need to register with other organisations and/or meet additional requirements.

Contact our Building services and Planning services for help with requirements covered by the Building Code of Australia, or to find out if you need a planning permit.

3.1 Food

If you intend to sell food at your prescribed accommodation business, the *Food Act 1984* requires you to register with us.

Contact our Health Services team by emailing health.services@boroondara.vic.gov.au or call [\(03\) 9278 4444](tel:(03)92784444) and an environmental health officer will guide you through the application process.

3.2 Rooming houses

If you intend to operate a rooming house, you need to meet additional requirements and register with Consumer Affairs Victoria.

Find out more on [Consumer Affairs Victoria Rooming house – minimum standards page](#).

4. Further resources

- [Starting an accommodation business](#) on the Tourism Victoria website.
- [Licensing and registration for rooming house businesses](#) on Consumer Affairs Victoria website.
- [Victorian Public Health and Wellbeing Regulations 2019](#) on the Victorian Legislation website.