

Starting a new Prescribed Accommodation Premises

Health Services
8 Inglesby Road, Camberwell
Phone: 9278 4444
Email: boroondara@boroondara.vic.gov.au
Website: www.boroondara.vic.gov.au



BOROONDARA
City of Harmony

Table of contents

1	Obtaining Registration under the Public Health and Wellbeing Act.....	4
2	Registration Process.....	5
2.1	Discuss your plans with us	5
2.2	Book an onsite appraisal.....	5
2.3	Contact Utility Providers / other Responsible Authorities.....	5
2.4	Plans Submission	6
2.5	Plans Assessment.....	6
2.6	Commencement of works	6
2.7	Arrange an interim inspection	6
2.8	Book a final inspections	6
2.9	Register your business	6
2.10	Existing Prescribed Accommodation Business	7
3	Fees and Charges	8
4	Other Requirements	8
4.1	Food	8
4.2	Overcrowding	8
4.3	Maintenance	9
4.4	Cleanliness	9
4.5	Water Supply	9
4.6	Drinking Water	10
4.7	Discharge of Sewage and Waste Water	10
4.8	Refuse Receptacles and Refuse Disposal	10
4.9	Toilets and Bathing Facilities	10
4.10	Registration of Occupants	10
5	Useful Links	10

Welcome to the City of Boroondara

Welcome and thank you for your interest in starting a prescribed accommodation business in the City of Boroondara.

The *Public Health and Wellbeing Act 2008* requires prescribed accommodation premises to be registered with Council, and meet certain standards and record keeping requirements.

During the registration process you will be required to provide us with the following;

- A copy of your proposed floor plan
- Details including number of proposed residents, rooms, bathrooms and kitchen facilities

It is your responsibility and it is highly recommended you contact [Yarra Valley Water](#) to find out your sewerage and waste water requirements, and other utility providers (gas and electricity) to confirm that you meet their codes and standards.

Once you are ready, please contact City of Boroondara to obtain an application form to apply to establish a prescribed accommodation premises, then submit your application with plans to begin the registration process.

If you have any further questions, please contact City of Boroondara on 9278 4444 or email boroondara@boroondara.vic.gov.au

Kind regards



Robert Weis
Team Leader Health Services

1 Obtaining Registration under the Public Health and Wellbeing Act

All Public Health and Wellbeing Act businesses are required to be registered under the *Public Health and Wellbeing Act 2008*. Health Services is responsible for registering Public Health and Wellbeing Act businesses operating within the City of Boroondara. Registration is valid for 12 months and is renewed each year. Council will issue an 'Application for Renewal of Registration' form to all Public Health and Wellbeing Act businesses that require a renewal of registration.

The following classes of prescribed accommodation are required to be registered with Council:

- Residential accommodation
- Hotels and Motels
- Hostels
- Student dormitories
- Holiday camps
- Rooming houses / boarding houses

The premises must be registered with Council if:

- There are four or more occupants in the case of rooming / boarding houses; or
- Six or more occupants in the case of other listed accommodation types

The Public Health and Wellbeing Regulations 2009 outline the specific requirements that prescribed accommodation premises must meet.

The objective of these regulations are to:

- Prevent overcrowding
- Ensure a reasonable standard of hygiene, sanitation and safety in prescribed accommodation; and
- Minimise the risk of airborne or other communicable diseases among people living in prescribed accommodation

These guidelines relate specifically to your requirements under the *Public Health and Wellbeing Act 2008*, however other authorities such as Consumer Affairs Victoria, and Council Departments such as Planning and Building Services should be contacted. Details can be found in the table at 2.3.

2 Registration Process

2.1 Discuss your plans with us

Discuss your initial proposal with Planning, Building and Environmental Health Officers.

2.2 Book an onsite appraisal

Arrange an on-site appraisal of the premises with an Environmental Health Officer before you secure your lease. This will allow you to clarify any concerns on major internal fit-out required (eg. Floors, walls, ceilings, bathrooms, kitchens, etc.).

2.3 Contact Utility Providers / other Responsible Authorities

Ensure that other utilities (eg. Electricity, water, sewerage, and gas) are contacted.

Ensure other responsible authorities are consulted so that you comply with their particular standards/codes.

Public Utilities / other Responsible Authorities		
Type of Inquiry	Authority	Contact Details
Starting a Prescribed Accommodation Business Information	Business Victoria	https://www.business.vic.gov.au/tourism-industry-resources/Business-Tools-and-Support/starting-a-tourism-business-A/starting-an-accommodation-business
Registration and Licencing, and compliance with Consumer Affairs Victoria requirements	Consumer Affairs Victoria	https://www.consumer.vic.gov.au/licensing-and-registration/rooming-house-operators
Planning Permits - Change of use - Disabled access - Fire alarms, escapes. Etc. - Mech. exhaust requirements, etc.	Building Services & Statutory Planning - City of Boroondara	https://www.boroondara.vic.gov.au/planning-building/difference-between-planning-and-building Building Services: 9278 4860 Statutory Planning: 9278 4888
Waste water and sewerage requirements	Yarra Valley Water	https://www.yvw.com.au/help-advice/trade-waste/food-business/grease-traps Phone: 13 17 21
Commercial waste/recycling services	Listed under Waste Services and Recycling Services in the Yellow Pages	
Gas appliances/connections	Energy Safe Victoria	https://esv.vic.gov.au/ Phone: 9203 9700

2.4 Plans Submission

Submit a copy of structural plans showing the layout of the premises. The floor plan must include elevations drawn to scale with details about location, method of installation and type of finishes of ALL surfaces, fixtures & equipment.

Further submission requirements:

- The plans of the premises must be drawn to a scale of not less than 1:100.
- In rooms where people will be sleeping, indicate the maximum number of persons who will be residing in each room, indicate the location of beds, and provide the floor area in square meters.
- Clearly indicate the proposed use of each room in the accommodation, this includes the location of toilets, baths, showers, washbasins and kitchens.

2.5 Plans Assessment

Upon approval of the preliminary plans application, an Environmental Health Officer will send a letter advising of any additional requirements which will need to be met that have not been clearly shown on the plans.

Note: Please allow for a standard 14 day service for plans assessment.

2.6 Commencement of works

Upon notification that your plans have been approved by the Health Services and you have received the appropriate permits from Planning & Building you may commence works.

2.7 Arrange an interim inspection

Contact the Environmental Health Officer for interim inspections of works as they are progressing. This will assist you in meeting all the requirements and help to prevent any costly mistakes if works have commenced without approval.

Note: No additional fees will be charged for these inspections.

2.8 Book a final inspections

A final inspection is to be organised with the Environmental Health Officer once all works have been completed. This inspection should be arranged at least one week prior to the proposed opening date.

2.9 Register your business

Once we've done the final inspection and you've met all the requirements, we'll give you an Application for Registration form which is to be completed and submitted. With the prescribed fee which is listed on the form.

We'll assess your application and let you know if it is successful. If your application is successful, you'll receive a Certificate of Registration at the initial inspection within 1 month of being approved to operate.

Your premises must not open to the public until approval is given by Health Services. Under the Public Health and Wellbeing Act it is an offence to operate a Public Health and Wellbeing Act business without being registered and can lead to Council taking legal action.

Registrations are renewed annually and be paid by 31 December each year. If we don't receive your payment by 31 December each year, you may incur additional costs, such as an infringement notice for trading unregistered, and legal proceedings may be brought against you.

Further Issues to Consider

- **Renovations/alterations to premises**

If structural works are to be carried out on the premises the proprietor must contact the Health Services to gain approval for works. Once the approval has been granted, the proprietor must ensure that arrangements are made for a final inspection of the premises by an Environmental Health Officer.

Note: Building and Planning Departments may need to be notified depending upon the nature of the works to be carried out.

2.10 Existing Prescribed Accommodation Business

If you're purchasing an existing prescribed accommodation business, you'll still need to register it with Council.

Before you purchase a prescribed accommodation business you should:

- Check with Council's Public Health Unit to determine if the premises is registered.
- Request a pre-transfer inspection of the business.

3 Fees and Charges

Fees and Charges 2020- 2021

**Fees subject to change without notice*

Initial Registration Fees for Public Health & Wellbeing Premises	100 % 1 January - 31 March 2021	75% 1 April - 30 June 2021	50% 1 July - 30 Aug 2021	25% 1 July - 30 Aug 2021	Renewal of Registration
Prescribed Accommodation - 0-10 Rooms	\$504.00	\$378.00	\$252.00	\$126.00	TBA
Prescribed Accommodation - 11-20 Rooms	\$668.00	\$516.00	\$344.00	\$172.00	TBA
Prescribed Accommodation - 21-35 Rooms	\$755.00	\$566.25	\$377.50	\$188.75	TBA
Prescribed Accommodation - 36-55 Rooms	\$956.00	\$717.00	\$478.00	\$239.00	TBA
Prescribed Accommodation - 56+ Rooms	\$1,105.00	\$828.75	\$522.50	\$276.25	TBA

4 Other Requirements

4.1 Food

Under the provisions of the *Food Act 1984*, if you intend to sell food at your prescribed accommodation business, you will need to obtain *Food Act 1984* registration. Please notify Councils Health Services and an environmental health officer will guide you through the application process.

4.2 Overcrowding

Under the Public Health and Wellbeing Regulations 2009, the number of persons that can be accommodated is determined by the floor area rooms where people are sleeping the number of toilet and bathing facilities. The number of persons accommodated also varies depending on the length of stay.

Under these regulations:

- Each bedroom must have a minimum floor space of 7.5 square metres.
- One child under three is not counted as a person.
- Two children under the age of three 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 any bathroom or toilet in, or attached to, the bedroom.

Applicable for Stays Longer than 31 Days	
Floor Area of Bedroom	Maximum Numbers of Persons Permitted to Occupy Bedrooms
7.5-12 square meters	1
12 square meters	2
12 square meters plus four square meters for each additional person	>2

Applicable for Stays 31 Days or Less	
Floor Area of Bedroom	Maximum Numbers of Persons Permitted to Occupy Bedrooms
7.5-10 square meters	1
10 square meters	3
10 square meters plus four square meters for each additional person	>3

4.3 Maintenance

The proprietor must maintain all bedrooms, toilets, bathrooms, laundries, kitchens and living rooms and any common area provided within the accommodation in:

- Good working order
- Clean, sanitary and hygienic condition; and
- A good state of repair.

4.4 Cleanliness

The proprietor must:

- Ensure that all rooms are thoroughly cleaned once vacated and before reuse; and
- All bed linen (if provided) is changed with clean linen at least weekly and after the accommodation is vacated and before its reuse by another occupier.

4.5 Water Supply

The proprietor must:

- Supply 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.

4.6 Drinking Water

Water intended for drinking must be fit for human consumption.

4.7 Discharge of Sewage and Waste Water

The proprietor must ensure that all sewage and waste water is discharged into a reticulated sewage system or an approved septic tank system.

4.8 Refuse Receptacles and Refuse Disposal

The proprietor must provide vermin proof receptacles for the collection and storage of all rubbish and ensure these receptacles are regularly emptied and cleaned.

4.9 Toilets and Bathing Facilities

The proprietor must provide at least one toilet, one bath or shower and one hand washbasin for every 10 persons or fraction of that number of persons occupying the premises. All facilities are to be maintained in a clean and hygienic condition and in a good state of repair.

4.10 Registration of Occupants

The proprietor 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.

5 Useful Links

Starting a Accommodation Business

<https://www.business.vic.gov.au/tourism-industry-resources/Business-Tools-and-Support/starting-a-tourism-business-A/starting-an-accommodation-business>

Consumer Affairs Victoria - Licensing and Registration

<https://www.consumer.vic.gov.au/licensing-and-registration/rooming-house-operators>

Public Health and Wellbeing Regulations 2009

<https://www.legislation.vic.gov.au/in-force/statutory-rules/public-health-and-wellbeing-regulations-2019/006>