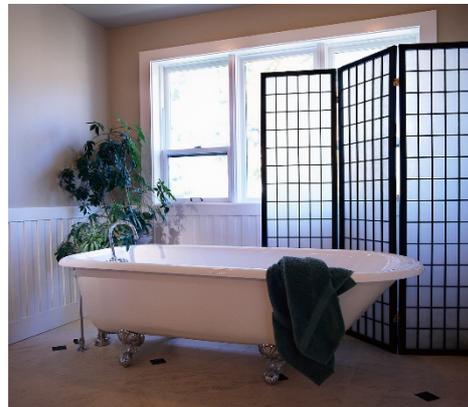




**CORANGAMITE
SHIRE**

PRESCRIBED ACCOMMODATION PREMISES INFORMATION PACK



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1. Introduction

The following information has been developed to assist you with the application process, in particular the registration requirements and standards, associated with establishing a prescribed accommodation premises in the Corangamite Shire.

The *Public Health and Wellbeing Act 2008* provides the legal framework for the registration process while the *Public Health and Wellbeing Regulations 2009* provide the legislative requirements for the establishment and registration of a prescribed accommodation premises.

2. What Constitutes a Prescribed Accommodation Premises?

If you own or manage a dwelling that is likely to accommodate in excess of five (5) persons at any one time and if these premises are not the subject of a tenancy agreement, then these premises are required to be registered with Corangamite Shire as a Prescribed Accommodation premises.

Prescribed accommodation premises are generally used for overnight, intermittent and/or holiday accommodation. These would include Bed & Breakfast's, serviced apartments and/or houses.

The following classes of accommodation are all required to be registered under the *Public Health and Wellbeing Act*:

- **'Residential accommodation'** means any house, building, or other structure used as a place of abode where a person or persons can live on payment of consideration to the proprietor but does not include a hotel or motel; or a hostel; or a student dormitory; or a holiday camp; or a rooming house.
- **'Hotels and Motels'** includes a residential hotel and any residential premises in respect of which a general licence or on-premises licence is granted under the *Liquor Control Reform Act 1998*.
- **'Hostels'** means any house, building or structure, whether temporary or permanent, which is used primarily for the accommodation of travelers.
- **'Student Dormitories'** means any dormitory, student hostel, hall of residence or residential college for the accommodation of students which is controlled by or operated under an arrangement with or affiliated with –
 - a) An institution providing educational services for children of compulsory school age within the meaning of section 1.13(1) of the *Education and Training Reform Act 2006*, or
 - b) Adult, community and further education services; or
 - c) An autonomous college or adult education institution within the meaning of those definitions in section 1.1.3(1) of the *Education and Training Reform Act 2006*.
- **'Holiday Camp'** means any house, building or structure, whether temporary or permanent, which is used for the accommodation of student groups, youth groups or family groups for holiday or recreational purposes.
- **'Rooming Houses'** means a building in which there is one or more rooms available for occupancy on payment of rent in which the total number of people who may occupy those rooms is not less than four (4).

3. Before Applying for Registration

If you are considering purchasing and/or constructing a prescribed accommodation premises, it is important that you liaise with various Departments within Council.

The Planning Department should be consulted for requirements of Council's Planning Scheme, such as change of use permits, signage and car parking provisions.

The Building Department should be consulted for requirements regarding any building works to take place and disability requirements.

The final step is to apply for registration with Council's Environmental Health Department under the Public Health and Wellbeing Act. It is recommended you consult with your Environmental Health Officers throughout the planning and application process to ensure optimal and compliant results. To help with the registration process, please see Appendix 3.

4. Registration

In the Corangamite Shire all prescribed accommodation premises are registered annually from January 1st to December 31st. As part of the registration requirements one of Council's Environmental Health Officers will assess your premises on an annual basis to ensure compliance with the relevant standards.

Before opening for business you are required to register with your local Council, the Corangamite Shire. To do so you will need to lodge the following with Council:

1. Public Health and Wellbeing Act Registration Form
2. Applicable registration fee; *and*
3. Detailed floor plans of the premises drawn to a scale of not less than 1:100 and showing the proposed use of each room.

If you are transferring the registration of an already established premises, you must apply to transfer the registration to the new proprietor before settlement. This is the responsibility of both parties.

5. Standards relating to Prescribed Accommodation

5.1. Overcrowding

Rooms are not to be used as bedrooms if they have a floor area of less than 7.5m². Please use the following tables as a guide when establishing room allocation.

Table 1 – Persons who are accommodated in Prescribed Accommodation for more than 31 days

Floor Area of Bedroom	Maximum Number of Persons Permitted to Occupy Bedroom
Between 7.5m ² and 12m ²	1
12m ² or more	2

Plus not less than 4m² for each additional person of floor area that exceeds 12m²

Table 2 – Persons who are accommodated in Prescribed Accommodation, other than a holiday camp, for 31 days or less

Floor Area of Bedroom	Maximum Number of Persons Permitted to Occupy Bedroom
Between 7.5m ² and 10m ²	2
10m ² or more	3
Plus not less than 2m ² for each additional person of floor area that exceeds 10m ²	

Rooms for Holiday Camps should not be less than 7.5m² and at least 2m² of floor area in the bedroom for each additional person accommodated for a period of 31 days or less.

5.2. Maintenance

All bedrooms, toilets, bathrooms, laundries, kitchens, living rooms and any common areas provided within the accommodation must be kept in good working order and state of repair, and in a clean, sanitary and hygienic condition.

5.3. Cleanliness

Each bedroom and any toilet or bathroom attached to the bedroom must be cleaned after the bedroom is vacated and before its re-use by another occupier.

All bed linen within the accommodation premises must be changed with clean linen at least once weekly and after the accommodation is vacated and before its re-use by another occupier.

If you provide kitchen facilities, any utensils or equipment provided to the occupant for use (cutlery, crockery, toaster etc.) must be thoroughly cleaned after the occupant vacates the accommodation.

5.4. Rubbish Storage

An adequate number of vermin proof receptacles are to be provided for collection and storage of all rubbish. Receptacles must be emptied on a weekly basis and regularly cleaned.

5.5 Toilet and bathing facilities

At least one (1) toilet, one (1) bath or shower and one (1) wash basin must be provided for every 10 persons or fraction of that number of persons occupying the accommodation.

Bathrooms are to be designed to ensure that the materials used in the construction are suitable for wet areas and can be maintained in a clean and hygienic state.

These facilities must be adequately ventilated and constructed in accordance with the Building Code of Australia. For information regarding ventilation and construction, please contact Council's Building Surveyor.

5.6. Water Supply

A continuous and adequate supply of running water must be provided to all bathroom, toilet, laundry, kitchen and drinking water facilities. A continuous supply of hot running water must be supplied to bathing, laundry and kitchen facilities.

5.7. Drinking Water

Water intended for drinking must comply with the *Australian Drinking Water Standards* and be fit for human consumption.

If the drinking water is not obtained from a water supplier but from a private water supply, it is recommended that your water is tested by an analyst on an annual basis. For a list of analysts, please contact Councils Environmental Health Team.

A Private Water Supply Management Plan should be maintained in accordance with the *Guidelines for Private Drinking Water Supplies at Commercial and Community Facilities*: <https://www2.health.vic.gov.au/public-health/water/private-drinking-water-supplies>

5.8. Wastewater Disposal

All sewage and wastewater must be discharged to either a reticulated sewerage system or a septic tank system permitted under the *Environment Protection Act 1970*.

5.9. Fire Safety

Each accommodation structure must be provided with:

1. Portable Fire Extinguishers selected and installed in accordance with AS 2444 (including signage) maintained to the appropriate standard and be fit for purpose;
2. Fire Blankets selected and installed in accordance with AS 2444 (including signage) maintained to the appropriate standard and be fit for the purpose;
and
3. Smoke alarms in accordance with AS 3786 (these may be battery operated or hardwired) maintained to the appropriate standard and be fit for the purpose.

Occupant Fire Equipment must be reliable and effective.

For more information regarding fire safety requirements, please contact Councils' Building Surveyor.

5.10. Register of Occupants

A register must be kept for a minimum of 12 months and must contain the names and addresses of persons occupying the accommodation plus specify the dates of their arrival and departure.

6. Food

Under the Food Act 1984 the sale of food also includes those businesses that do not charge a fee directly for the food, but include a fee indirectly as part of another service, for example a Bed & Breakfast.

In Victoria, you cannot operate a food business unless the business is registered under the Food Act with the relevant local Council. Failure to register your premises is a contravention of the Food Act.

If you would like to provide food as part of your accommodation services, please contact Councils' Environmental Health Team for registration requirements.

7. Swimming Pool / Spa

If the premises has a swimming pool and/or a spa, it must be operated in accordance with the *Public Health and Wellbeing Regulations 2009*. The Pool Operators' Handbook is a guide to operating and managing swimming pools and spas. This handbook will specify the cleaning, maintenance and sampling requirements.

For a copy of this handbook, please contact Council's Environmental Health team, or visit <http://www.health.vic.gov.au/environment/water/pooloperators.htm>.

8. Further Information

If you require any further information please contact Corangamite Shire Council and request to speak to an Environmental Health Officer.

Phone: 5593 7100

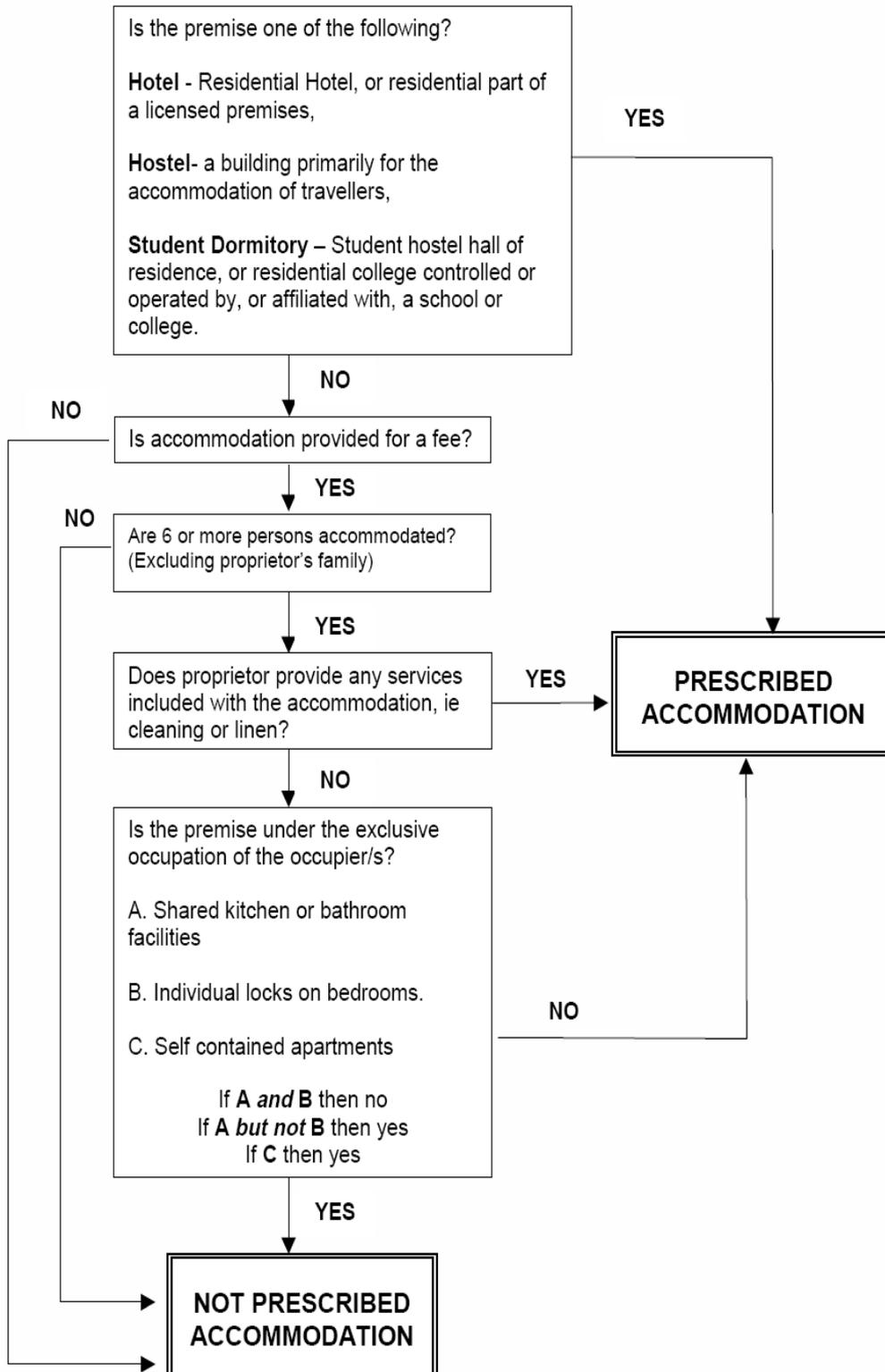
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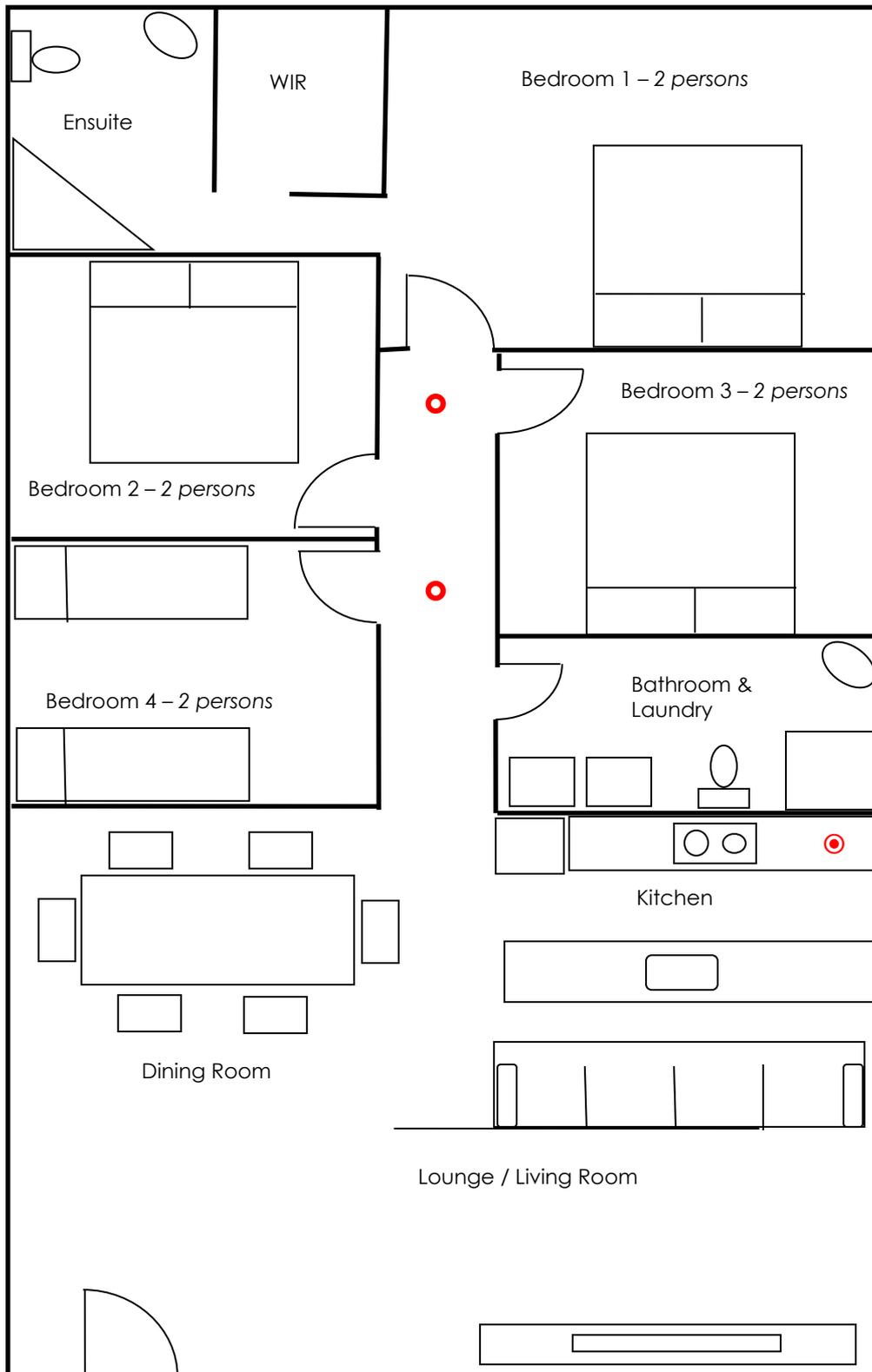
Appendix 1 – Prescribed Accommodation Flow Chart

Prescribed Accommodation Flow Chart

The following chart will help to determine whether premises are Prescribed Accommodation.



Appendix 2 – Example site plan of Prescribed Accommodation



- House can accommodate a maximum of eight (8) persons at any one time.
- Two (2) toilets, one (1) shower, one (1) shower/spa, and two (2) wash basins.
- ● Smoke Alarm (all located on ceiling).
- ● Fire extinguisher and fire blanket.

Appendix 3 – Registration Checklist

Registration Checklist

To ensure your application can be processed quickly please check that you have addressed the following issues.

- If you are constructing the premises ensure you obtain approval from the relevant authority prior to commencing work on the premises.
- Obtain Public Health and Wellbeing Act Registration Form from Council.
- Obtain Food Act Registration Form from Council if Food is to be sold.
- Develop site plan of premises, detailing the interior layout of the proposed premises. See Section 4 (Registration) & Appendix 2 for items to include.
- Contact the Business License Information Service (BLIS).
- Contact Small Business Victoria for business advice and information.
- Contact the appropriate industry association for advice.

Finally..

- Submit application form, together with a detailed floor plan, and the appropriate registration fee & arrange for on-site assessment of premises with Councils Environmental Health Officer.

If you are not sure of any of these requirements contact a member of the Environmental Health Unit.

Corangamite Shire Council's Environmental Health Unit

Phone: 5593 7100

Fax: 5593 2695

Email: eho@corangamite.vic.gov.au

Postal Address: PO Box 84, Camperdown VIC 3260