**Please lodge this form via one of the following methods:**

In Person: 20 Siding Ave, Officer

Post: PO Box 7, Pakenham 3810

Email: [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)

# 

# Application to Register a Prescribed Accommodation Premises

Public Health and Wellbeing Act 2008

Overview

Please use this form to notify Cardinia Shire Council of your intent to register a prescribed accommodation or rooming house business under the Public Health and Wellbeing Act 2008.

**Note**: the registration is not approved and valid until you have paid the required fee and Cardinia Shire Council has approved the application and provided you with a registration certificate.

**Note**: It is your responsibility to advise us of changes to email addresses or phone numbers. We communicate via email and SMS and a failure to update this information creates issues with registration renewal which can lead to enforcement action.

Planning and Building – Permits and Permissions

**Completing this form is for application of registration under the *Public Health & Wellbeing Act 2008* only.** It does not constitute permission under any other legislation, including relevant building and planning legislation.Before applying for registration, you should consult with other departments within Council to ensure you meet their permit requirements to avoid any compliance issues.

* Have you confirmed with Council’s **Planning Department** that you have obtained any necessary planning permits or permissions for this premises  Yes  No
* Have you confirmed with Council’s **Building Department** that you have obtained any necessary building permits or permissions for this premises  Yes  No

Signature:

Date:

To contact either of these departments please call Cardinia Shire Council on 1300 787 624

Details

Proprietor Details

Proprietor Type Company Individual  Partnership

Under the Public Health and Wellbeing Act 2008, a proprietor is a either a company (with an ACN) or a person(s).

If the business is being managed under a business name (associated with an ABN), the proprietor is the company or person behind that business name.

A Trust is not a legal entity and cannot be a proprietor. The proprietor for a Trust is the trustee and must be a person or a company. As an example, we cannot accept ‘the Trustee for the Family Trust’ as a Proprietor.

Only complete the relevant section for your Proprietor type:

Company

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company Name | |  | | | ACN |  |
| **Name of person applying** | |  | Authority (e.g. Director) | | |  |
| **Business Name** (if applicable) | |  | | | ABN |  |
| **Registered Address** (ASIC) | Street Address |  | | | | |
| Suburb |  | | Postcode | |  |
| **Email** (MUST be kept updated with Council) | |  | | | | |
| **Phone Number** | Mobile |  | | Business | |  |

**OR**

Individual

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name | First Name |  | Surname |  | | ABN |  |
| **Business Name** (if applicable) | |  | | | |
| **Date of Birth** (Rooming House Only) | |  | | | | | |
| **Address** | Street Address |  | | | | | |
| Suburb |  | | | Postcode | |  |
| **Postal Address** (if different from proprietor address) | Street Address |  | | | | | |
| Suburb |  | | | Postcode | |  |
| **Email** (MUST be kept updated with Council) | |  | | | | | |
| **Phone Number** | Mobile |  | | | Business | |  |

**OR**

Partnership

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Partnership Name | |  | | | ABN | |  |
| **Address** | Street Address |  | | | | | |
| Suburb |  | | Postcode | |  | |
| **Postal Address** (if different from proprietor address) | Street Address |  | | | | | |
| Suburb |  | | Postcode | |  | |
| **Email** (MUST be kept updated with Council) | |  | | | | | |
| **Phone Number** | Mobile |  | | Business | | |  |
| **Partner 1** | First Name |  | Surname |  | | | |
| **Partner 2** | First Name |  | Surname |  | | | |

Additional Contact Person (if required)

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Role in Business |  |
| Email |  | Mobile |  |

# Premises Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Trading Name |  | | | | | | | |
| **Premises Address** | Street Address | | | | | | | |
| Suburb | | | | | | | |
| **Type of Prescribed Accommodation** | | | | | | | | |
| Residential Accommodation | | | Hotel/Motel | Hostel | Bed & Breakfast | | | |
| Labour Hire Accommodation | | | Student Dormitory | Holiday Camp | Rooming House | | | |
| **Number of Rooms** | | |  | **Maximum number of guests:** | |  | | |
| Will the premises provide food to guests and/or the public (e.g., bed and breakfast?  \*If yes, you will also need to complete an ‘[application to register a food premises’.](https://www.cardinia.vic.gov.au/info/20009/business_and_investment/226/register_a_food_business_or_renew_registration) | | | | | | | Yes\* | No |
| **Proposed opening date:** | |  | | | | | | |

# Required Supporting Documents

**Floor Plans**

You must submit a copy of premises floor plans with this application. The plan must show relevant details, including:

* The whole premises layout
* Number of toilets and showers
* Details of kitchen and laundry facilities
* Measurements of bedrooms and how many people will be accommodated in each
* Proposed use of each room (i.e. bathroom, living room, dining room, kitchen etc)

The floor plans must be to scale and drawn to a ratio of not less than 100:1. If providing an attachment electronically, please supply as a PDF.

**Occupancy Permit**

You must provide a copy of the Occupancy Permit for the property that shows it is the correct class of building as defined under the and the *Building Act 1993,* *Building Regulations 2018* and *National Construction Code.*

The correct class of building will depend on the type of accommodation being provided, the number of people accommodated and the type of building. Please contact Cardinia Shire Councils Building Department on 1300 787 624

# Fee Details

Fees are calculated when the premises is ready for registration, not from date of application. Fee amounts will change at the beginning of each financial year.

The initial registration period is from the registration date until 31st December. Annual renewal fees apply thereafter.

Information about the online renewal process is sent out via email from October. The due date for payment of renewal fees and the completed application process is 30th November. This is to allow time for payments to clear before the busy holiday period and ensures that businesses are not trading illegally after 31st December.

|  |  |  |  |
| --- | --- | --- | --- |
| Premises Type | Initial Registration Fee for 2025-2026 Financial Year (GST Exempt) | | Renewal Fee for 2026 (GST exempt) – Due 30th November |
| **4–10 persons** | January–March:  April-June:  July–September:  \*October-December: | $368.50  $276.40  $184.30  $460.60 | $368.50 |
| **11–20 persons** | January–March:  April-June:  July–September:  \*October-December: | $447.10  $335.30  $223.60  $558.90 | $447.10 |
| **21–30 persons** | January–March:  April-June:  July–September:  \*October-December: | $535.10  $401.30  $267.60  $668.90 | $535.10 |
| **31-40 persons** | January–March:  April-June:  July–September:  \*October-December: | $749.30  $562.00  $374.70  $936.60 | $749.30 |
| **More than 40 persons** | January–March:  April-June:  July–September:  \*October-December: | $964.00  $723.00  $482.00  $1205.00 | $964.00 |
| \*If registration is granted between 1st October and 31st December, the registration will remain in place until 31st December of the following year. | | | |

# How to Pay

Shortly after the application is received at Council’s Environmental Health Department, an Environmental Health Officer will contact you to discuss the application and confirm the details. An invoice will then be issued via email.

This invoice must be paid before the registration inspection occurs. How to pay options will be listed on the invoice.

# Document Checklist

Please check the below boxes to indicate that you have provided the required additional documentation with this application.

Floor Plans

Occupancy Permit

# Declaration

If the business is owned by a:

* sole trader or a partnership - the proprietor(s) must sign and print name(s).
* company - the applicant on behalf of that body must sign and print their name.

I understand and acknowledge that:

* the information provided in this application is true and complete to the best of my knowledge.
* this application is a legal document and penalties exist for providing false or misleading information.
* I am over 18 years of age at the time of completing this application

Proprietor Name Additional Proprietor Name (Partnership)

Signature Signature

Date Date

Lodgement

You can lodge your form by doing the following:

**In person:** 20 Siding Ave, Officer

**Post:** PO Box 7, Pakenham 3810

**Email:** [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)

Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, either visit Council's offices or go to Council’s privacy statement at [www.cardinia.vic.gov.au/privacy](http://www.cardinia.vic.gov.au/privacy)