



Wyndham City Council

PO Box 197

WERRIBEE VIC 3030

Ph: 03 9742 0777

[Wyndham City Council Website](http://www.wyndham.vic.gov.au)

# Application to Register a Prescribed Accommodation Premises

Public Health & Wellbeing Act 2008

HLHA \_\_\_\_\_

## Council Use Only

Lodgement Date:

Receipt Number:

Lodgement Officer:

## COUNCIL SPECIFIC INFORMATION

Please use this form to notify Wyndham City Council of your intent to register a Prescribed Accommodation business. Please note the registration is not official until Wyndham City Council has approved the application.

## BUILDING AND PLANNING REQUIREMENTS

**Prior to lodging this application you must consult with our Town Planning and Building Departments.**

Have you contacted Council's building department about this application:  YES  NO

Have you contacted Council's planning department about this application:  YES  NO

**IMPORTANT: YOU MUST OBTAIN WRITTEN CONSENT FROM OUR TOWN PLANNING DEPARTMENT BEFORE COMPLETING THIS FORM**

Have you obtained written consent from Council's planning department?  YES  NO

Type of consent provided by Town Planning

Letter (please attach a copy)

Consent entered on council system

Applicant Signature:

**To contact Building/Planning department please contact Wyndham City on 03 9742 0777**

## PRIVACY

**Privacy Collection Statement:** Your personal information is being collected by Council for Environmental Health purposes. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at <https://www.wyndham.vic.gov.au/privacy-policy>

## APPLICANT DETAILS

Fields marked with an asterisk (\*) are mandatory and must be completed

Title\*  Mr  Mrs  Ms  Other (please specify)

Surname\*  Given Name(s)\*

Company Name (if applicable)  
*Company name should end with Pty Ltd  
eg: Hair & Makeup Pty Ltd*

ABN\*

ACN (if applicable)

Street Address/Postal Address\*  Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

Are you the proprietor/business owner?  YES  NO

If you are not the proprietor/business owner you are required to fill out the next section

## PROPRIETOR/BUSINESS OWNER DETAILS

Fields marked with an asterisk (\*) are mandatory and must be completed

Title\*  Mr  Mrs  Ms  Other (please specify)

Surname\*  Given Name(s)\*

*\*If the proprietor/business owner is a company or association, specify name of person completing the application and authority (eg. Director of Company)*

Authority eg: Director of company

Company Name (if applicable)  
*Company name should end with Pty Ltd  
eg: Hair & Makeup Pty Ltd*

ABN\*

ACN (if applicable)

Street Address/Postal Address  \*Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

Primary Language spoken at the premises\* *(to assist with communication in the future)*

## SECONDARY CONTACT DETAILS

Please provide council with a secondary contact person who council can contact if business owner cannot be contacted

Fields marked with an asterisk (\*) are mandatory and must be completed

Title\*  Mr  Mrs  Ms  Other (please specify)

Surname\*  Given Name(s)\*

Street Address/Postal Address\*  Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

## PREMISES DETAILS

Business Trading Name

### PREMISES ADDRESS

Street Address/Postal Address\*  Suburb/Town\*  State\*  Postcode\*

*Please provide at least on phone number and include area code\**

Business Phone  After Hours Phone  Business Fax  Mobile

Email address

## PRESCRIBED ACCOMMODATION DETAILS

### **Please select the type of Accommodation\***

- Hotel/Motel
- Holiday Camp
- Hostel
- Student Dormitory
- Rooming House
- Residential Accommodation (e.g. employee accommodation)

**Maximum number of guest accommodated\***

**Maximum Number of Rooms\***

Will your premises provide food to guests and/or the public? \*  Yes  No

*(If yes, please contact Wyndham City Council for information regarding registering a Food Premises)*

## FEEES

Initial Fee: \$187.00 plus an extra \$34.00 per room

### How to pay:

By cash, cheque or credit card – if you know the fee to be paid, include payment when delivering the form by post, fax or in person.

**Please note:** Once your premises is operating, you will be required to renew your registration on a yearly basis.

## ACKNOWLEDGEMENT

### 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

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s)

If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.

Applicant Signature

Print Applicant Name

Date

Applicant Signature

Print Applicant Name

Date

## LODGEMENT

If you intend to post or fax this form please use the details provided below:

Wyndham City Council  
PO Box 197  
WERRIBEE VIC 3030

Ph: 03 9742 0777  
Email: [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)  
Website: [Wyndham City Council Website](#)