

2024-25

Accommodation Premises Application Form

**Receiving approval from Council to operate an accommodation premises**

Starting an accommodation business

What permits do I need?

If you are starting a new business or buying an existing business, you will need to obtain certain permits from Wyndham City Council before you commence trading. If you are running a prescribed accommodation business, you must be registered with Council under the *Public Health and Wellbeing Act 2008.* This includes hotels and motels, hostels, student dormitories, holiday camps, rooming houses, residential accommodation, and labour hire accommodation.  
  
You may also require permits from Town Planning and Building in addition to a *Public Health and Wellbeing Act 2008* registration with the Public and Environmental Health Unit. If you are a rooming house operator, you will also need a licence from Consumer Affairs Victoria.

Is this form right for me?

If you or your business provide accommodation like hotels and motels, hostels, student dormitories, holiday camps, rooming houses, residential accommodation and labour hire accommodation, this form is for you.

If your accommodation premises is going to serve, provide, or sell food to people, you will also need to complete a Food Premises Application Form, available on our website.

Lodging your application

|  |  |  |
| --- | --- | --- |
| By email | In person | By mail |
| mail@wyndham.vic.gov.au | Wyndham City Council  45 Princes Hwy Werribee VIC 3030 8.00am to 4.00pm Monday to Friday | P.O Box 197  Werribee VIC 3030 |

If you need assistance, please call the Public and Environmental Health Unit on (03) 9742 0738.   
Next steps

Our Small Business Support Officer will review your application and advise if we need further information.

Once your application is lodged, we will send you an invoice for the fees and payment options will be included on the invoice. A fee schedule is attached at the end of this form for your reference.

An Environmental Health Officer will contact you to book an initial site inspection within 10 working days after fee payment. If your premises is compliant upon inspection, your registration will be granted until the expiry date on the certificate. Yearly renewal fees and inspections will be applicable.

Your details

|  |  |  |
| --- | --- | --- |
| Applicant details | | |
| Is the applicant completing this form as the business owner, or are you completing the application on behalf of the owner? | Business owner  On behalf of owner  **Insert role title:** | |
| **Title** | Choose an item. | |
| **First Name** |  | |
| **Surname** |  | |
| **Home/Office Phone Number** |  | |
| **Mobile Number** |  | |
| **Email Address** |  | |
| **Postal Address** |  | |
| Business details | | |
| **Trading Name** *(name of accommodation)* |  | |
| **Trading Address** *(address of accommodation)* |  | |
| **Company name** if applicable*(Please include Pty Ltd.)* |  | |
| **Australian Business Number (ABN)** *(ABN* ***must*** *be provided if applicable)* |  | |
| **Australian Company Number (ACN)**  *(ACN* ***must*** *be provided if applicable)* |  | |
| **Primary language spoken at business** |  | |
| **Expected date for accommodation to start operating** |  | |
| Secondary contact | | |
| **Title** | Choose an item. | |
| **First Name** |  | |
| **Surname** |  | |
| **Home/Office Phone Number** |  | |
| **Mobile Number** |  | |
| **Email Address** |  | |
| **Postal Address** |  | |
| **Declaration**  *I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.* | | |
| Business Owner name | Signature | Date |
|  |  | Click or tap to enter a date. |
| Primary Contact name | Signature | Date |
|  |  | Click or tap to enter a date. |

**Transferring ownership**

Transferring an accommodation business

Are you buying an existing accommodation and transferring the *Public Health and Wellbeing 2008* registration of that business to your new business? **The current business owner** must complete this section to confirm the transfer.

If you are transferring a rooming house, the new operator must obtain and provide a new licence from Consumer Affairs Victoria.

|  |  |  |
| --- | --- | --- |
| Current business owner details | Business owner #1 | Business owner #2 |
| **Title** | Choose an item. | Choose an item. |
| **First name(s)** |  |  |
| **Surname** |  |  |
| **Company Name** |  | |
| **Rooming house operator\*** \*only complete if you are transferring a rooming house |  |  |
| **Accommodation name** |  | |
| **Trading address** |  | |
| **Current registration number**  (e.g. HLHAXXXX/XX) |  | |

*By signing the declaration below, I provide authority and consent for Wyndham City Council to disclose business details, information and documents to the applicant.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Declaration** | | | |
| Print business owner name/Company Name | | Signature | Date |
|  | |  | Click or tap to enter a date. |
| Print business owner name | | Signature | Date |
|  | |  | Click or tap to enter a date. |
| *The application to transfer a registration must be submitted 15 business days prior to settlement.* | | | |
| Proposed settlement date | Click or tap to enter a date. | | |

Accommodation type & fees

|  |  |  |
| --- | --- | --- |
| **Type of business** | | **Fees** |
|  | Motel / hotel | **$340** compulsory non-refundable plan assessment fee +  **$212** registration fee +  **$39** per room or;  **$100** transfer fee |
|  | Residential accommodation |
|  | Rooming house |
|  | Hostel |
|  | Holiday camp |
|  | Student accommodation |
|  | Labour hire accommodation |

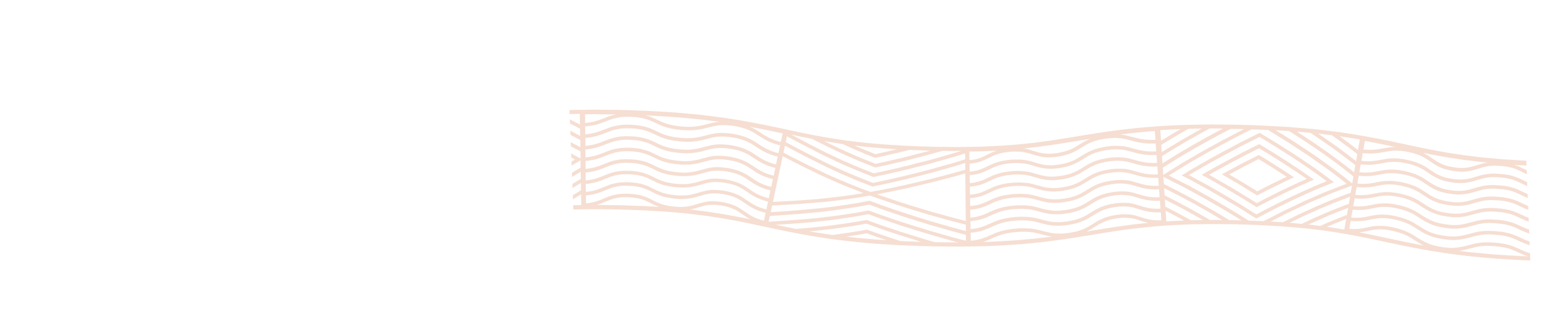
|  |  |
| --- | --- |
| **Number of rooms available** |  |
| **Maximum number of guests** |  |
| **Date of Birth\*** \*Rooming house operators only. Council is required to collect this information for reporting purposes. |  |

Attach within your application submission:

* **All accommodation types:** Floor plans of your layout showing the size and dimensions of all rooms.
* **Rooming house applications only:** Consumer Affairs Rooming House Operators License

Disclaimer – Wyndham City Council will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and Wyndham City Council Privacy Policy

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[www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)