

# Apply to register an accommodation premises

## About this form

Use this form to register your accommodation premises with us.

## What you need

- Your business details, including your ABN.
- If you are not the proprietor of the business, the proprietor's details and authorisation.
- Details of your premises, including how many rooms you have and guests you allow.
- Details of a second contact person who we can talk to if the owner of the premises is unavailable.

When you submit your form, you must attach:

- A floorplan of your premises showing dimensions of all rooms.
- If your business is a company, a extract of your company registration from ASIC.
- If you are registering a rooming house, a copy of your Consumer Affairs Rooming House Operator's License.

## How to return this form

By email: [mail@wyndham.vic.gov.au](mailto:mail@wyndham.vic.gov.au)

In person: Civic Centre, 45 Princes Highway, Werribee

By post: PO Box 197, Werribee, Victoria, Australia, 3030

## Payment

You must pay a fee before we complete your registration. The fees are listed at the end of this form.

If you submit this form in person, you can pay at the Civic Centre.

If you are submitting this form by email or post, we will send you an invoice.

## More information

If you need help completing this form, call us on 1300 023 411.

We are open Monday to Friday from 8am to 5pm.

## Proprietor details

<b>Name:</b>		
<b>Date of birth:</b>	DD/MM/YYYY	
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>	<b>Street and number:</b>	
	<b>Suburb:</b>	
	<b>Postcode:</b>	

## Applicant details (if not the proprietor)

<b>Name:</b>		
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>	<b>Street and no:</b>	
	<b>Suburb:</b>	
	<b>Postcode:</b>	

## Second contact details

<b>Name:</b>		
<b>Mobile number:</b>		
<b>Email address:</b>		
<b>Postal address:</b>	Street and no:	
	Suburb:	
	Postcode:	

## Business details

<b>Is this a new business or are you taking over an existing business?</b>	<input type="checkbox"/> New <input type="checkbox"/> Taking over an existing
<b>Trading name:</b>	
<b>Legal name:</b>	
<b>Business structure:</b> Note: you can not register as a trust	<input type="checkbox"/> Sole trader <input type="checkbox"/> Company <input type="checkbox"/> Partnership
<b>ABN:</b>	

<b>When will your business start operating?</b>	DD/MM/YYYY
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<b>What language is spoken in the business?</b>	
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## Food operations

<b>What type of accommodation do you provide?</b>	<input type="checkbox"/> Motel or hotel <input type="checkbox"/> Residential accommodation <input type="checkbox"/> Rooming house <input type="checkbox"/> Hostel <input type="checkbox"/> Holiday camp <input type="checkbox"/> Student accommodation <input type="checkbox"/> Labour hire accommodation
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<b>How many rooms will you have available for guests?</b>	
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<b>What is your maximum total number of guests?</b>	
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## Proprietor declaration

**Declaration:**

I am the person responsible for this business.

The information in this application is true and complete, to the best of my knowledge.

**Signature:**

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**Date:**

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## Applicant declaration (if not the proprietor)

**Declaration:**

I am authorised to complete this application on behalf of the proprietor.

The information in this application is true and complete, to the best of my knowledge.

**Signature:**

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**Date:**

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## Privacy statement

We will collect and use your personal information (or personal information of those acting on your behalf) when we process your request.

We will store the information in our database and use it to identify you when you are communicating with us. We will also use your information and may share it with our contractors when we deliver services and information.

We may use your data to gather feedback through a survey, to assess your satisfaction with our service delivery.

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic). For more information about how your personal information is handled please visit our [Privacy Policy](#) on our website at [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)

## Fees

If you submit this form in person, you can pay at the Civic Centre.

If you are submitting this form by email or post, we will send you an invoice.

Item	Fee
<b>Plan assessment fee (compulsory)</b>	<b>\$520</b>
<b>Registration fee</b>	
Base fee per premises	\$350
Additional charge per room	\$41
<b>Registration transfer fee</b>	<b>\$150</b>