



Application for Registration of Prescribed Accommodation

Public Health and Wellbeing Act 2008

Council Use Only

Application Number :-

Application Date:-

Ledger Number:-

Southern Grampians Shire Council

Tel: 03 5573 0256 www.sthgrampians.vic.gov.au

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

Council Specific Information

Please use this form to notify Southern Grampians Shire Council of your intent to register an accommodation related business under the Public Health and Wellbeing Act 2008. Please note the registration is not official until Council has approved the application.

Applicant Details

Proprietor

Is this proprietor a contact for this application? Yes No

Title* Surname* Given Names*

ABN ACN

Business Name Company Name

Address

Street Address/ Postal Address*

Suburb / Town* State* Postcode*

Please provide at least one phone number and include the area code *

Business Phone After hours phone Business Fax Mobile

Email

Contact details

Contact for this application

Title* Surname* Given Name(s)*

ABN ACN

Business Name Company Name

Address

Street Address*

Suburb / Town State Postcode

Business Phone ()	After hours phone ()	Business Fax ()	Mobile ()
Email			
<input type="text"/>			

Premises details

Address

Street Address / Postal Address *

Suburb / Town * State * Postcode *

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Primary Language Spoken at Premises (to assist with communication in the future)

Prescribed accommodation details

Will the premises provide food to guests and/or the public? * (e.g. bed and breakfast) Yes No
 (If yes please contact Council regarding Food Registration)

Please specify the type of accommodation *

<input type="checkbox"/> Motel/hotel	<input type="checkbox"/> Holiday camp	<input type="checkbox"/> Hostel
<input type="checkbox"/> Residential accommodation	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Student dormitory <input type="checkbox"/> Other (please specify)

Maximum number of guest accommodated * Number of rooms

<input type="text"/>	<input type="text"/>
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If you provide accommodation for three or less people and will not be serving food to guest and/or public, you do not need to proceed with this application

Supporting Documents

All new / altered premises - Floor Plans Only (1) copy
 Plans, to scale, showing the layout of all fixtures, fittings, equipment. Indicate the uses of each room and outdoor areas (includes storage and rubbish areas).

All premises serving food – Application to Register a Food Premises
 Application to Register a Food Premises available on Southern Grampians Shire website.

Additional Information As Requested By Council Only (1) Copy
 If providing attachment electronically please supply as: docx, jpeg, doc
 If you have discussed this application with Council prior to delivering the application to Council, Council may request additional information based upon the nature of the application.

Payment Details

Please contact Council to confirm the applicable fee to register an Accommodation Premises

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- Agency name may refuse this application if it becomes evident that any information or supporting documents provided are incomplete or false.

By marking this checkbox I confirm that I have read and understood all the statements above *

Name of person completing this application *

Date *

Signature of person completing this application *

Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to http://www.sthgrampians.vic.gov.au/Page/Page.asp?Page_Id=263&h=-1.

Lodgement

In order to successfully lodge this form please use the details provided below:

POST:

Southern Grampians Shire Council
Environmental Health
Locked Bag 685
Hamilton Vic 3300

Email: council@sthgrampians.vic.gov.au
Website: www.sthgrampians.vic.gov.au
Telephone: 03 5573 0256

IN PERSON:

1 Market Place
Hamilton Vic 3300

FAX:

03 5571 1068