

**PRE-APPROVAL APPLICATION FOR PRESCRIBED ACCOMMODATION
PUBLIC HEALTH AND WELLBEING ACT 2008**

All sections must be completed.
If you are applying on behalf of the owner, please include their details in the application form.

Applicant Details* all required fields			
Name of Applicant			
Postal Address			
Phone Number		Mobile Number	
Proprietor Details*			
Name of Proprietor* (company, partnership, sole trader)			
Postal Address*			
Email Address*			
Contact Number*			
Business Details			
Name of business			
ABN or ACN			
Address of business*			
Type of business* (refer to page 4. for definitions)	<input type="checkbox"/> Holiday camp	<input type="checkbox"/> Motel/Hotel	<input type="checkbox"/> Residential Accommodation
	<input type="checkbox"/> Hostel	<input type="checkbox"/> Student Dormitory	<input type="checkbox"/> Rooming House
No. of beds*	<input type="checkbox"/> <20 beds	<input type="checkbox"/> <40 beds	<input type="checkbox"/> >40 beds
No. of people living at the property*			



Interpreter service
9840 9355

普通话 | 廣東話 | Ελληνικά
Italiano | عربي | فارسی

Manningham Council
699 Doncaster Road (PO Box 1), Doncaster, Victoria 3108
p 03 9840 9333 f 03 9848 3110
e manningham@manningham.vic.gov.au
ABN 61 498 471 081 www.manningham.vic.gov.au

This section must be completed.

Room Details*			
Room	No. of occupants in each room	Intended length of stay	OFFICE USE ONLY (size of room)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

*Site Plan Checklist (Please tick)	
Use the below checklist to ensure your plans include the following details before submitting your application to our Environmental Health Unit.	
<input type="checkbox"/> Bedrooms (include size m ²)	<input type="checkbox"/> Number of person's per room
<input type="checkbox"/> Kitchens	<input type="checkbox"/> Smoke alarms (must be hard-wired)
<input type="checkbox"/> Bathrooms	<input type="checkbox"/> Floorings
<input type="checkbox"/> Toilets	<input type="checkbox"/> Windows
<input type="checkbox"/> Laundry	<input type="checkbox"/> Doors
<input type="checkbox"/> Common areas	<input type="checkbox"/> Lighting
<input type="checkbox"/> Storage areas	<input type="checkbox"/> Ventilation
<input type="checkbox"/> Equipment storage	<input type="checkbox"/> Chemical storage

*** All Business Units must be contacted before the Health Unit will accept your application**

- Council’s Statutory Planning Unit** – 9840 9470 (new or existing business permits, change of use)
- Council’s Building Services Unit** – 9840 9430 (fit out of proposed structural changes)
- Council’s Local Laws Unit** – 9840 9450 (A-frame signage, foot way trading)
- Yarra Valley Water** – 9872 1240 (trade waste agreements and grease traps)

Applicant Declaration*

You must show all the above information in your floor plans for your application to be accepted.

- I have attached full floor plans to enable a formal assessment of plans to be undertaken with this application.

Name of Applicant*			
Signature of Applicant*		Date	

Privacy Declaration

Manningham Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (VIC)*. All personal information collected by MCC will be confidential and used for the purpose of fulfilling your request and undertaking associated Council functions and services related to your business. This information is required to process your application.

Your information may be used by MCC services or given to other parties: where you have agreed to that; or where it is required to or authorized by law (including for the purpose of research or conducting investigations). You may access information you have provided to MCC at any time and make corrections if you believe that information is incorrect. Copies of MCC’s Information Privacy and Security Policy and Health Records Policy are available on Councils website: www.manningham.vic.gov.au/privacy

I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.

Lodgement

Email	foodsafety@manningham.vic.gov.au
In Person	Civic Centre - 699 Doncaster Road DONCASTER VIC 3108 Monday – Friday between 8am – 5pm
Post	Manningham Council PO Box 1 DONCASTER VIC 3108

Please allow 10 working days for the assessment of your application.

Pre-Approval Fees 2019/2020	
< 20 Beds	\$200
< 20-40 Beds	\$220
> 40 Beds	\$240

Prescribed Accommodation Definitions	
Type	Definition
Rooming House	<p>A building where 1 or more rooms are available to rent and 4 or more people in total can occupy these rooms.</p> <p><i>The minimum standards apply to its rooms, irrespective of whether the resident is on a rooming house agreement or individual tenancy agreement.</i></p>
Residential Accommodation	<p>Any house, building, or other structure used as a place of abode where a person or persons can live on payment of consideration to the proprietor but does not include:</p> <ul style="list-style-type: none"> a) a hotel or motel or; b) a hostel; or c) a student dormitory; or d) a holiday camp; or e) a rooming house <p>This definition covers among other things, provided to a person in accordance with their employment.</p>
Hostel	Any house, building or structure, whether temporary or permanent, which is used primarily for the accommodation of travellers.
Student dormitory	<ul style="list-style-type: none"> • A residential building used to accommodate students • An existing dwelling (house, unit, apartment or flat etc.) occupied by students • On/off campus residential buildings managed by enrolling institution • Privately operated residential buildings • Shared rental of dwellings • Individual rental of a dwelling/room
Holiday Camp	Any house, building or structure, whether temporary or permanent which is used for accommodation of student groups, youth groups or family groups for holiday or recreational purposes.