

Please provide as much information as possible on the type of accommodation you are providing.

Information in this supporting documentation will assist our Health Team in reviewing your request for pre-approval.

Type of business* (refer to page 3. 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* <i>You must contact Consumer Affairs Victoria to obtain a fit and proper persons assessment before your pre-approval application will be accepted by Council.</i>		
No. of beds	<input type="checkbox"/> <20 beds <input type="checkbox"/> <40 beds <input type="checkbox"/> >40 beds		
Total no. of people that will be living at the property		Waste disposal on property*	<input type="checkbox"/> Sewer <input type="checkbox"/> Septics

Room	No. of occupants in each room	Intended length of stay		OFFICE USE ONLY (size of room)
1		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
2		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
3		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
4		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
5		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
6		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
7		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
8		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
9		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE
10		<input type="checkbox"/> <30 days	<input type="checkbox"/> >30 days	OFFICE USE



Interpreter service
9840 9355

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***Site Plan Checklist (Please tick)**

The below areas for your prescribed accommodation service must be clearly labelled and shown on your site plan. If these areas are not shown on your plans, assessment of your application may be delayed.

- | | |
|--|--|
| <input type="checkbox"/> Common areas
<input type="checkbox"/> Bedrooms (include size m2)
<input type="checkbox"/> Kitchens
<input type="checkbox"/> Bathrooms
<input type="checkbox"/> Toilets/Washroom
<input type="checkbox"/> Laundry
<input type="checkbox"/> Storage areas
<input type="checkbox"/> Equipment storage | <input type="checkbox"/> Number of person's per room
<input type="checkbox"/> Location of smoke alarms (must be hard-wired)
<input type="checkbox"/> Floorings
<input type="checkbox"/> Windows
<input type="checkbox"/> Doors
<input type="checkbox"/> Lighting fixtures
<input type="checkbox"/> Ventilation
<input type="checkbox"/> Garage/carports |
|--|--|

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

You must have made contact with these Council Departments before submitting this application.

By ticking the below, you are declaring that you have made contact with all relevant departments related to your pre-approval application.

- Council's Statutory Planning Unit** – 9840 9470 (new or existing business permits, change of use)
- Council's Building Services Unit** – 9840 9430 (fire safety, lighting and signage, structural changes)
- Consumer Affairs Victoria (CAV)** – 1800 55 81 81 (for rooming houses)
- Council's Local Laws Unit** – 9840 9450 (A-frame signage, foot way trading)
- Yarra Valley Water** – 9872 1240 (trade waste agreements and grease traps)

*If you are on a septic system you may be required to upgrade the system or connect to sewer if available.



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