



Do you want to provide accommodation in the City of Port Phillip?

City of Port Phillip ASSIST

📞 03 9209 6777 🌐 www.portphillip.vic.gov.au/contact_us.htm



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What is Prescribed Accommodation?

Prescribed Accommodation businesses are required to be registered with Council under the *Public Health and Wellbeing Act 2008* (The Act).

The *Public Health and Wellbeing Regulations (Prescribed Accommodation) 2020* (The Regulations), define certain types of commercial accommodation that are considered 'prescribed accommodation'.

The Regulations set out hygiene, maintenance and other standards intended to minimise public health risk that may arise from shared use of facilities, high turnover of occupants and/or overcrowding.

Do I need to register with Council?

You must register with Council if you are opening, altering or buying an accommodation business including:

- a hotel/motel
- rooming house
- backpackers'/youth hostel
- student dormitory
- holiday camp
- or residential accommodation.

If you intend to provide meals prepared on site, the kitchen must also be registered under the *Food Act 1984*.

If you intend to build or alter an existing property planning and/or building permits may be required. Council's [Business Permits](#) section of the website will help you find what permits you need.

What do I need to know?

As the operator of prescribed accommodation, you must provide and maintain a certain standard of hygiene and living conditions to the residents. These include:

- **Prevent overcrowding.** The regulations describe the maximum number of people that can be accommodated. See [attached table](#) details the number of people permitted to occupy a bedroom based on floor size and length of stay.
- Each bedroom must have minimum floor size of 7.5 square meters.
- Provide at least **1 toilet, 1 bath or shower and 1 wash basin** for every 10 people accommodated.
- **Clean and maintain** the property. Ensure that all bedrooms, bathrooms, toilets, kitchens, lounge rooms and laundries and any common areas are kept clean, sanitary and hygienic, in good working order and in a good state of repair.
- All **bed linen** provided must be changed with clean linen weekly and after a room is vacated.
- Provide an **adequate hot and cold water** supply to the kitchen, bathrooms and laundry. All water must be drinkable.
- All **sewage and waste water** must be discharged into the sewerage system.
- Provide enough vermin proof **rubbish bins** to store refuse between collections. Organise regular cleaning and collection of bins.
- Maintain a **register of occupants** including name, address, date of arrival and date of departure.
- The Regulations require an **annual inspection** of the property, by Council's Environmental Health Officers.

How do I apply?

Step 1: Complete the [online application](#).

Your application must include scale (1:100) drawings of the accommodation clearly indicating:

- Size of each room
- Use of each room
- Number of beds and number of occupants proposed
- Bathrooms showing showers, toilets and hand washing basins
- Kitchen
- Laundry
- Common areas

Step 2: An Environmental Health Officer (EHO) will assess your application and contact you if any further information is required.

Step 3: Once the application has been assessed the EHO will organise an inspection of the property.

Step 4: After a satisfactory inspection you will receive a report, an application to register and an invoice for the application and registration fees.

Step 5: On payment of the registration fee we will email a certificate of registration.

Additional information for rooming houses

What is a rooming house?

A rooming house is a building where one or more rooms are available to rent, and four or more people in total can occupy those rooms. Also, in most rooming houses: residents share facilities such as bathrooms and kitchens as well as laundries and other common areas.

In addition to registration under *Public Health and Wellbeing Act 2008*, rooming house operators must also have a licence to legally operate their rooming house(s). Once registered with Council, the rooming house is added to the rooming house register kept by the Department of Justice and Community Safety.

For more information about the rooming house operator licence, visit [Consumer Affairs Victoria](#).

Additional standards for rooming houses.

Rooming house operators must comply with additional [minimum standards](#) set out in the Residential Tenancies (Rooming House Standards) Regulations 2012. These standards relate to privacy, security and amenity in rooming houses and are enforced by Consumer Affairs Victoria.

Fees

The annual registration period is from 1 January to 31 December each year.

Initial registration fee includes a new business application fee and the registration fee as follows.

Fee Schedule	Number of beds/rooms*					
	1-10	11-29	21-40	41-60	61-80	81+
New Business Application Fee**	\$156	\$156	\$156	\$156	\$156	\$156
Annual Registration Fee**	\$280	\$440	\$654	\$1074	\$1794	\$2214

* Rooming House, Student Dormitory, Hostel/Backpacker and Residential Accommodation are based on number of beds. Hotel/Motels are based on number of rooms.

** Fees above apply for registration from 1 July 2022 – 30 June 2023. Annual Registration Fee is reduced on a pro rata quarterly basis if you first register during the year.

Do you need more information?

City of Port Phillip

Before operating a prescribed accommodation business in the City of Port Phillip, it is your responsibility to ensure all relevant permits and licences have been obtained.

Planning

Depending on the planning zone and the nature of the accommodation provided, a planning permit may be required. Any new building or alterations to existing building may also require planning approval.

Please contact the Planning Department on 9209 6424 for further information.

Building

Use of a building or outbuildings for prescribed accommodation may alter the Class of building and may require a building permit. Building regulations must be complied with to ensure the safety of the occupants.

Please contact the Building Department on 9209 6253 for further information.

Health

Registration under the Public Health and Wellbeing Act is required prior to operating a prescribed accommodation business.

Please contact the Health Services Unit on 9209 6292 for further information.

Consumer Affairs Victoria

Phone 1300 558 181

Visit [Consumer Affairs](#) for information for Rooming House Operators.

Business Victoria

Phone 132 215

Visit [Business Victoria](#) for information on starting an accommodation business.

Appendix 1

Permitted number of residents per bedroom

Rooms smaller than 7.5m² are not permitted to be used as a bedroom.

For accommodation of **more than 31 days**, the following minimum requirements apply:

Room Size	Number of people permitted
7.5m ² to less than 12m ²	1
12m ² to less than 16m ²	2
16m ² to less than 20m ²	3
For every additional person you require an additional 4m ² .	

For accommodation of **31 days or less**, the following minimum requirements apply:

Room Size	Number of people permitted
7.5m ² to less than 10m ²	2
10m ² to less than 12m ²	3
12m ² to less than 14m ²	4
For every additional person you require an additional 2m ² .	