

APPLICATION FOR PLANS ASSESSMENT PUBLIC HEALTH AND WELLBEING ACT 2008

PRESCRIBED ACCOMMODATION

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



The Public Health and Wellbeing Act 2008 requires all prescribed accommodation businesses to be registered with their local council. To start the process of registering a business, you need to complete and submit this form.

This application cannot be processed without a copy of plans and the correct fee.

Prescribed accommodation includes hotels, motels, boarding houses and accommodation facilities.

TYPE OF SERVICE REQUESTED (please tick box)

- Priority Service**
Priority service plans assessed in 5 business days for fee of **\$680**
- OR**
- Standard**
Plans assessed in 15 business days for a fee of **\$340**

Please submit your plans via email to health@melbourne.vic.gov.au. The 5 or 15 business day timeframe is for your plans to be processed and assessed. This does not include the time taken to conduct prefinal and final inspections and approval of registration.

Note: The priority service timeframe will commence on receipt of your plans and payment

REGISTRATION TYPE

- New premises**
- OR**
- Alterations to existing premises registered with City of Melbourne**

Registration No.

APPLICANT DETAILS

Applicants Name(s)

Applicants Postal Address

Postcode

ABN Email

Phone Mobile

Address of Project

Trading name of business (proposed or existing)

Applicant involvement Owner Occupier Architect
 Other (please specify)

Signature (applicant)

Print Name Date

PROPRIETOR DETAILS

Proprietor's Name

Proprietor's Phone No.

OFFICE USE ONLY

Business Concierge Officer Date Contacted

PRESCRIBED ACCOMMODATION DETAILSType of accommodation (please tick)

<input type="checkbox"/> Hotel/Motel	<input type="checkbox"/> Student dormitory	Number of beds	<input type="text"/>
<input type="checkbox"/> Hostel	<input type="checkbox"/> Holiday camp	Maximum no. of occupants	<input type="text"/>
<input type="checkbox"/> Rooming House	<input type="checkbox"/> Residential accommodation	Is the accommodation provided to employees as part of their employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Rooming house operator license details If you are the proprietor of a rooming house, are you also the property owner? Yes No

If no, please provide details of the property owner below.

Company Name	<input type="text"/>		
Company Contact	Given Names <input type="text"/>	Family Name	<input type="text"/>
ABN/ACN	<input type="text"/>	Date of Birth	<input type="text"/>
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>

PAYMENT DETAILS

Fee for prescribed accommodation plan assessment (please <input checked="" type="checkbox"/> tick)	
<input type="checkbox"/> Priority Service This fee is for applications where plans assessment is required within 5 business days	\$680.00
<input type="checkbox"/> Standard Service This fee is for applications where plans assessment is required within 15 business days	\$340.00
Fee Payable	

ONLINE PAYMENTS

Upon submission of your completed form, you will receive a secure online payment link via email. Payment can then be made online by credit card only.

FURTHER INFORMATION**Plans:**

When submitting plans, they should be drawn to a scale of not less than 1:100 and showing:

- the proposed use of each room
- the size of bedrooms in square metres;
- the number of provided toilets, baths, showers and wash basins; and
- the location of all toilets, bathrooms, laundries, kitchens, living areas and any common areas provided by the accommodation.

Plans should be submitted before constructing or altering the premises. This allows us to provide valuable information to ensure your premises meets the legal requirements and can prevent costly changes and delays.

One of our environmental health officers will inspect the premises to check the fixtures and fittings are suitable for a prescribed accommodation business.

LODGEMENT DETAILS

Priority service begins only after payment is received. Once paid, your application will proceed.

 EMAIL

health@melbourne.vic.gov.au

 POST

Community Wellbeing - Health
City of Melbourne
GPO Box 1603
Melbourne VIC 3001

FOR ENQUIRIES

Call (03) 9658 9658

Prescribed accommodation means any of the following which is prescribed, or is of a class which is prescribed, to be prescribed accommodation—

- (a) any area of land which a person or persons are frequently, intermittently or seasonally permitted to use for camping on payment of consideration and any facilities provided on the land for the use of that person or those persons;
- (b) any premises used as a place of abode, whether temporary or permanent, fixed or mobile, where a person or persons can be accommodated on payment of consideration;
- (c) any accommodation provided to an employee in accordance with a term of an award governing the employment of the employee, or a term of the employee's contract of service, for use by the employee during that employment or service;
- (d) any accommodation provided to a worker under, or in connection with, a labour hire arrangement with that worker, whether or not that worker pays for the accommodation;

Rooming House means a building in which there is one or more rooms available for occupancy on payment of rent in which the total number of people who may occupy that room or those rooms is not less than 4.

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at melbourne.vic.gov.au