

# APPLICATION FOR TRANSFER OF REGISTRATION 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 transferring an existing prescribed accommodation business registration into your name, you need to complete this form. The existing business must have a current registration.

### SECTION 1 - TO BE COMPLETED BY THE NEW PROPRIETOR

A **proprietor** must be a registered company (Pty Ltd), an individual/sole trader or a partnership. A trust is unable to be a registered proprietor of a food business.

#### PROPRIETOR DETAILS - IF REGISTERING AS A COMPANY:

Company Name	<input type="text"/>		
ABN/ACN	<input type="text"/>		
Company Contact	Given Names <input type="text"/>	Family Name	<input type="text"/>
Position	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

#### PROPRIETOR DETAILS - IF REGISTERING AS AN INDIVIDUAL:

Given Names	<input type="text"/>	Family Name	<input type="text"/>
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

#### PREMISES DETAILS:

New Trading Name	<input type="text"/>	Registration No.	<input type="text"/>
Previous Trading Name	<input type="text"/>		
Premises Address	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
ABN	<input type="text"/>		
Premises Phone No.	<input type="text"/>		

#### OFFICE USE ONLY

Business Concierge Officer	<input type="text"/>	Date Contacted	<input type="text"/>
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**SECTION 2 - TRANSFER OF REGISTRATION FOR PRESCRIBED ACCOMMODATION**Type 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 

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**SECTION 3 - TO BE COMPLETED BY THE NEW BUSINESS OWNER**

Signature (applicant)	<input type="text"/>	
Print Name	<input type="text"/>	Date <input type="text"/>
Signature (applicant)	<input type="text"/>	
Print Name	<input type="text"/>	Date <input type="text"/>
Signature (applicant)	<input type="text"/>	
Print Name	<input type="text"/>	Date <input type="text"/>
Signature (applicant)	<input type="text"/>	
Print Name	<input type="text"/>	Date <input type="text"/>

Where the applicant is a company, the signature must be of an authorised officer of that company.

Date of transfer of business 

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**PAYMENT DETAILS**

<b>Transfer Fee for prescribed accommodation business</b> (please <input checked="" type="checkbox"/> tick)	
<input type="checkbox"/> 4-10 beds	<b>\$165.00</b>
<input type="checkbox"/> 11 or more beds	<b>\$240.00</b>
<b>Fee Payable</b>	

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**LODGEMENT DETAILS** **EMAIL**

health@melbourne.vic.gov.au

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

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**FOR ENQUIRIES**

Call (03) 9658 9658

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**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.

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

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 (PDP Act) and the Information Privacy Principles contained in Schedule 1 of the PDP Act. 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](http://melbourne.vic.gov.au)