



City of  
**KINGSTON**

## Prescribed Accommodation

Thank you for enquiring about setting up a new accommodation premises in Kingston. Under the *Public Health & Wellbeing Act 2008*, all Rooming houses that accommodate 4 or more people must be registered with Council.

The following steps must be completed before you operate your prescribed accommodation premises.

- Step 1: Approval from other relevant authorities
- Step 2: Submit New Health Premises Application Form
- Step 3: Complete Application for Registration Form

### Step 1: Approval from other relevant authorities

Permits from other authorities may be required before registration is granted.

Building, City of Kingston City Council	telephone 1300 653 356
Town Planning, City of Kingston	telephone 1300 653 356
Trade Waste Department, South East Water	telephone (03) 9552 3767
Energy Safe Victoria	telephone (03) 9203 9700

Advice on setting up and running a new business is available from the Economic Development Unit, City of Kingston, telephone 1300 536 356.

### Step 2: Submit New Health Premises Application

Get the premises fit-out right the first time. Once the premises are leased it can be difficult to make necessary changes.

The application form must be completed, and returned with 2 copies plans drawn to scale along with the stated fee. A minimum of 14 days processing time is required.

### Step 3: Complete Application for Registration Form

An Environmental Health Officer (EHO) will need to visit your premises prior to operating, in order to verify plans. If you keep your EHO involved during construction, problems can be overcome as they arise and unnecessary delays avoided.

You must get final approval from an EHO before the rooms are for lease.

An Application for Registration Form will be mailed to you once your EHO has given you that approval. You must complete and return the registration form and the stated fee within 14 days.

For further information contact Environmental Health Services on 1300 653 356 or visit our website at [www.kingston.vic.gov.au](http://www.kingston.vic.gov.au)

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[kingston.vic.gov.au](http://kingston.vic.gov.au)

Cheltenham 1230 Nepean Highway Chelsea 1 Chelsea Road

1300 653 356 131 450 03 9581 4500 PO Box 1000, Mentone 3194 [info@kingston.vic.gov.au](mailto:info@kingston.vic.gov.au) Ausdoc DX 19401 Mentone [cityofkingston](https://www.facebook.com/cityofkingston) [kingstoncc](https://twitter.com/kingstoncc)

# Application Form for Prescribed Accommodation

NEW & ALTERATIONS

**Contact** Environmental Health Services t 1300 653 356 f 9581 4500 e info@kingston.vic.gov.au

**Note:** Completed application and plan approval fee must be returned to this office at least 14 days prior to the intended construction start date.



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## Section 1 – Prescribed Accommodation Premises

<b>Street Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	

## Section 2 - Applicant Details

<b>Applicant Name:</b>			
<b>Mailing Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Contact No:</b>			
<b>Email:</b>			

## Section 3 - Proposed Proprietor Details

<b>Applicant Name:</b>			
<b>Mailing Address:</b>			
<b>Suburb:</b>		<b>Postcode:</b>	
<b>Contact No:</b>			
<b>Email:</b>			

## Section 4 – Agencies to Contact

Have you contacted Council's Planning & Building department on 9581 4131 to determine if you require any permits?

Yes  No

## Section 5 – Type of Accommodation

Please select the type of accommodation

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Holiday Camp | <input type="checkbox"/> Hotel/Motel       | <input type="checkbox"/> Residential Accommodation |
| <input type="checkbox"/> Hostel       | <input type="checkbox"/> Student Dormitory | <input type="checkbox"/> Rooming House             |

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## Section 6 – Bedrooms

Room Number	Size of room (m2)	Number of Occupants	Intended Length of Stay
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## Section 7 – Schedule of Finishes

**please attach schedule of finishes**

Please provide a schedule of finishes, including:

- Description or specification for all finishes in all common areas including description or specification for all finishes and claddings adhered to all internal surfaces in the premises e.g. lights, floor, walls and ceiling finishes

## Section 8 – Premises Plans

**please attach premises plans**

Please provide a premises floor plan which is to a scale of 1:100 (or greater) and clearly show the location of all:

- walls, doors and openings;
- toilets, showers, kitchen; and
- sinks, troughs

## Section 9 – Works Program

When will the works begin?	
When will the works be completed?	

## Section 10 – Signature

Signature:		Date:	
Position:			

Please return this form to:

Environmental Health Services, City of Kingston  
PO Box 1000  
Mentone Vic 3194

OFFICE USE ONLY

CASHIER CODE	ACTIVITY	ACCOUNT NO	AMOUNT	G.S.T.	TOTAL
NPP	New Premises Plan Processing	2002.1228	\$167.40	\$18.60	\$186.00

## Fees Valid from 1 July 2018 until 30 June 2019

Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organizations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centre

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