CITY OF WODONGA
Application to register prescribed accommodation premises

In person: 104 Hovell St, Wodonga, VIC 3690
Post: PO Box 923, Wodonga, VIC 3689
Phone: (02) 6022 9300
Fax: (02) 6022 9322
Email: info@wodonga.vic.gov.au


PLEASE NOTE: This registration is not official until the council has approved the application. For this application all relevant sections must be completed.

Application fees
Fees are due upon lodgement of application therefore the application will not be processed until the required payment has been received.

Application form
Required to be filled out correctly, signed and dated.

Building Services
Registration cannot be issued until the development has met all building permit requirements if necessary.

Inspections
Wodonga Council reserves the right to charge for re-inspection or additional inspections particularly where the original inspection was not ready, incomplete or the like.

Rooming house register
Rooming house business owners, please note: it is a requirement under the Residential Tenancies Act 1997 for councils to enter information about the rooming houses they register into the State-wide register of rooming houses. Some of this information, specifically the rooming house address, the name/s of the owner of the rooming house business, the business owners ABN and ACN and the council which registers the rooming house, will be available to the public. Should you wish to have your personal details suppressed from the public view of the register you can apply in writing to the director of Consumer Affairs Victoria.

Details of the rooming house register will be displayed on the Consumer Affairs Victoria's rooming house register accessible on consumer.vic.gov.au

Statutory planning
To ensure the proposed location meets the correct zoning requirements, phone the council's planning team on (02) 6022 9300. Registration cannot be issued until the development has met all planning permit requirements if necessary.

Definitions

Holiday camp
Any house, building or structure, whether temporary or permanent, which is used primarily for the accommodation of student groups, youth groups or family groups for holiday or recreational purposes.

Hotel
This definition covers hotels where the primary purpose is an accommodation facility and hotels more commonly known as pubs which also incorporate an accommodation component.

Hostel
Any house, building or structure, whether temporary or permanent, which is used primarily for the accommodation of travellers. For example, bed and breakfasts, youth hostels and backpackers.

Motel
A common meaning being an accommodation facility similar to a hotel intended to provide short term accommodation for travellers.

Residential accommodation
Any house building or other structure used as a place of abode where a person or persons can live on payment of consideration to the proprietor but does not include any of the above types of prescribed accommodation.

Rooming house
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 those rooms is no less than four.

Student dormitories
Any dormitory, student hostel, hall of residence or residential college for the accommodation of students which is controlled or operated under an agreement or affiliated with an educational provider.
### Premises details

- **Trading name:**
- **Unit number:**
- **Street number:**
- **Street name:**
- **Suburb:**
- **State:**
- **Post code:**
- **Phone:**
- **Mobile:**

**Brief description of what the premise will be used for:**

### Proprietor details

- **Sole trader** ☐
- **Partnership** ☐
- **Company** ☐

#### Proprietor one

- **Company/partnership name:**
- **Authority:** (For example, director.)
- **Title:** ☐ Mr ☐ Mrs ☐ Ms ☐ Miss
- **Given name/s:**
- **Surname:**
- **Date of birth:**
- **Postal address:**
- **Suburb:**
- **State:**
- **Post code:**
- **ABN:**
- **ACN:**
- **Phone (work):**
- **Phone (home):**
- **Mobile:**
- **Fax:**
- **Email:**

#### Proprietor two (if applicable)

- **Title:** ☐ Mr ☐ Mrs ☐ Ms ☐ Miss
- **Given name/s:**
- **Surname:**
- **Date of birth:**
- **Postal address:**
- **Suburb:**
- **State:**
- **Post code:**
- **ABN:**
- **ACN:**
- **Phone (work):**
- **Phone (home):**
- **Mobile:**
- **Fax:**
- **Email:**

### Contact for this application

- **Applicants name:**
- **Postal address:**
- **Suburb:**
- **State:**
- **Post code:**
- **Phone (work):**
- **Phone (home):**
- **Mobile:**
- **Fax:**
- **Email:**

### Managing agency

- **Managing agent:**
- **Postal address:**
- **Suburb:**
- **State:**
- **Post code:**
- **Phone (work):**
- **Phone (home):**
- **Mobile:**
- **Fax:**
- **Email:**
### Prescribed accommodation details

Please detail the type of accommodation:

- [ ] Motel
- [ ] Hotel
- [ ] Hostel
- [ ] Residential accommodation
- [ ] Rooming house
- [ ] Student dormitory
- [ ] Holiday camp
- [ ] Other (please specify):

<table>
<thead>
<tr>
<th>Number of rooms:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maximum number of guest accommodated:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

PLEASE NOTE. If you provide Rooming House accommodation for three or less people you do not need to proceed with this application. If you provide any other types of prescribed accommodation for five or less people you do not need to proceed with this application.

### Declaration

This form must be signed by the person making the request.

Remember it is against the law to provide false or misleading information, which could result in a fine.

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge. This application is a legal document and penalties exist for providing false or misleading information.

If the business is owned by a sole trader or a partnership, the proprietor/s must sign and print name/s. If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.

#### Proprietor one

- **Name:**

  [Signature:]

  **Date:** / / 

#### Proprietor two

- **Name:**

  [Signature:]

  **Date:** / / 

### Payment options

- **Accommodation premises:** $168
- **PLEASE NOTE:** All prices are GST exempt

  - **In person** - EFTPOS, credit card, cheque or cash
  - **Mail options** - cheque* or credit card

  **PLEASE NOTE:** Regardless of how you choose to pay for the application, your application will not be processed by the council until required payment has been received.

---

**OFFICE USE ONLY**

- **Application number:**
- **Application date:**
- **Receipt number:**

- **Registration date:**
- **VCA register number:**

---

Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health 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. Request for access and or correction should be made to the council’s privacy officer.