

In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9300

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Under the *Public Health and Wellbeing Act 2008*.

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	<input type="checkbox"/> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company			
Proprietor one	Company/partnership name:			
	Authority: For example, director.			
	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> 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: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> 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 Please provide details of the person you want the council to communicate with about the 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:		
	<input type="checkbox"/> Motel	<input type="checkbox"/> Hotel	<input type="checkbox"/> Hostel
	<input type="checkbox"/> Residential accommodation	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Student dormitory
	<input type="checkbox"/> Holiday camp	<input type="checkbox"/> Other (please specify):	
	Number of rooms:		
Maximum number of guest accommodated:			
<i>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.</i>			
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 *Please make cheques payable to 'Wodonga City Council'	Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.		
	In person - EFTPOS, credit card, cheque or cash		
	Mail options - cheque* or credit card		
	<i>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.</i>		

OFFICE USE ONLY		
Application number:	Application date:	Receipt number:
Registration date:	VCA register number:	