

# APPLICATION



## Application to Register / Renew Prescribed Accommodation Premises

### Public Health and Wellbeing Act 2008

IMPORTANT – In order for your application to be processed, it must be accompanied with:

- » The registration fee (as applicable); and
- » A plan of the accommodation premises drawn to a scale of not less than 1:100 which shows the proposed use of each room.

Once registered, your premises will be inspected at least once a year to ensure you comply with the requirements under the Public Health and Wellbeing Act 2008.

Please indicate whether you are registering or renewing a business (please tick):

New Registration  Renewal

Proprietor Details				Debtor Number:
Surname				
Given Names				
Authority	(e.g. Director of company)			
Business or Company Name	(not trading as name)			
Postal Address				
Street Address			Postcode	
Suburb/Town			State	
Telephone No	(Home)	(Work)	(Mobile)	
Email				

Premises Details				
Trading name of Premises				
Premises Street Address				
Suburb/Town		State	Postcode	
<b>Contact Person at premises</b> (if not the proprietor)				
Surname			Given Name (s)	
Telephone No	(Home)	(Work)	(Mobile)	
Email				

Type of Prescribed Accommodation			
<b>Please tick any of the categories listed below that are applicable</b>			
<input type="checkbox"/> Residential accommodation	<input type="checkbox"/> Hotel or Motel	<input type="checkbox"/> Hostel	
<input type="checkbox"/> Student dormitory	<input type="checkbox"/> Holiday camp	<input type="checkbox"/> Rooming house	
<input type="checkbox"/> Other (specify)			

<b>Fees</b>	
<ul style="list-style-type: none"><li>• Registration fee: \$300.00</li><li>• Renewal fee: \$ 300.00</li></ul>	

<b>Collection Statement</b>	
Moira Shire Council is collecting information on this form for the administration of application for a Prescribed Accommodation Registration or Notification. The information collected will be used for the purpose it was collected and/or a directly related purpose. If you do not provide the information required, we may not be able to process your application. Information collected may be disclosed if required by legislation. You can find out more about how we use and protect your information by viewing our Privacy Statement on our website <a href="http://www.moira.vic.gov.au">www.moira.vic.gov.au</a> .	

<b>Lodgement</b>
If you intend to post this form, please use the details provided below:
<ul style="list-style-type: none"><li>• By email: <a href="mailto:info@moira.vic.gov.au">info@moira.vic.gov.au</a></li><li>• By post: PO Box, 578, Cobram VIC 3644</li><li>• In Person: Moira Shire Council offices are located at: 44 Station Street Cobram 100 Belmore Street Yarrowonga</li></ul>
Opening hours are Monday to Friday. 9.00am – 5.00pm



