

APPLICATION



Application to Register a 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	
Contact Person at premises (if not the proprietor)				
Surname		Given Name (s)		
Telephone No	(Home)	(Work)	(Mobile)	
Email				

Type of Prescribed Accommodation			
Please tick any of the categories listed below that are applicable			
<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)			

Fees	
• New Registration fee: \$305.00	Office Use Only - 4455

Collection Statement
<p>Your application and the personal information on this form is being collected by Moira Shire Council for the purposes of administrating your application for Prescribed Accommodation.</p> <p>The information collected is required under the Public Health and Wellbeing Act 2008 and will be used for the purpose it was collected and/or a directly related purpose. If you do not provide the information in your application it may result in the application not being accepted, lapsing or being refused. Information collected may be disclosed if required by legislation.</p> <p>You must not submit any personal information or copyright material of third parties without their informed consent. By submitting the material, you agree that the use of the material as detailed above does not breach any third party's right to privacy and copyright.</p> <p>You can find out more about how we use and protect your information by viewing our Privacy Statement on our website www.moira.vic.gov.au. If you require access to the information you have provided, please contact Council.</p>

Lodgement		
If you intend to post this form, please use the details provided below:		
• By email: info@moira.vic.gov.au		
• By post: PO Box, 578, Cobram VIC 3644		
• In Person:		
<table border="0"> <tr> <td>Cobram Service Centre 44 Station Street Cobram Monday to Friday 9am – 4:30pm</td> <td>Yarrowonga Service Centre 100 Belmore Street Yarrowonga Monday to Friday 9am – 4:30pm (closed 12-1pm daily)</td> </tr> </table>	Cobram Service Centre 44 Station Street Cobram Monday to Friday 9am – 4:30pm	Yarrowonga Service Centre 100 Belmore Street Yarrowonga Monday to Friday 9am – 4:30pm (closed 12-1pm daily)
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