

Prescribed Accommodation



Last updated: 28/06/2021

The *Public Health and Wellbeing Act 2008* provides the legal framework for the registration process while the *Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020* provide the legislative requirements for the establishment and registration of prescribed accommodation premises.

Registration

If you intend to operate any of the following types of accommodation business, you are required to register as a Prescribed Accommodation premises under the *Public Health and Wellbeing Act and Regulations*. The list is not exhaustive and should contact the council's Environmental Health Services for further information.

- Residential accommodation
- Hotels and Motels
- Hostels
- Student dormitories
- Holiday camps
- Rooming houses
- Any type of dwelling where:
 - Excluding the family of the occupier, six or more guests can be accommodated, and
 - The property can be occupied by more than one occupying group. (This includes B&Bs and guesthouses which can accommodate six or more guests.)

You do not require this registration if you operate any of the following:

- Caravan Park
- House and granny flat
- Public hospital or nursing home
- Retirement village
- Temporary crisis accommodation

Ongoing Requirements

Once your premises is registered it will:

- Be inspected annually to ensure the accommodation complies with the *Public Health and Wellbeing (Prescribed Accommodation) Regulations 2020*.
- Renewed annually on 1 January each year.
- Any business that has not had a satisfactory inspection may be refused registration the following year.
- Registration may be transferred to another person or premises.
- If you plan to sell food at your accommodation business, you may also require registration under the *Food Act 1984*. Please visit the Food Premises page for more information.



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- You should consult with the Planning and Building department prior to proceeding with any change of use or building work.

Information for rooming house residents

- Check that a Rooming house is registered before you sign an agreement
- Information for [tenants about minimum standards in rooming houses](#)
- Information for [rooming house operators](#)
- Complaints from rooming house residents are often about unclean properties, no smoke alarms and faulty wiring
- Complaints raised by neighbours are often about noise, disposal of waste, too many cars in the street and untidy appearances
- You can contact the council for complaints via customer service on 03 5358 8700

Information for building owners

Buildings and residences are given classes according to their use. In order for a building owner to change a single-family residence (Class 1a) to a share house (Class 1b) where four or more unrelated people may be residing, the involvement of Council is required.

Tenancy Issues

Consumer Affairs Victoria can provide information and advice regarding tenancy issues and disputes like bond lodgements, notice periods, rent increases, goods left behind and more.

Fees and Charges

[Public health fees and charges page](#)

Forms

- [Business Permit Application Form](#)
- [Request for prescribed accommodation inspection & report form](#)

Legislation & Regulation

- [Public Health and Wellbeing Act 2008](#)
- [Public Health and Wellbeing \(Prescribed Accommodation\) Regulations 2020](#)

Related information

- Consumer Affairs Victoria - <http://www.consumer.vic.gov.au>
- Housing Vic - <https://www.housing.vic.gov.au>
- Tenants Victoria - <https://tenantsvic.org.au>
- Tenants Union of Victoria (TUV) – www.tuv.org.au
- Residential Tenancies Bond Authority - <https://rentalbonds.vic.gov.au>
- Registered Accommodation Association of Victoria (RAAV) – www.raav.org.au
- Victorian Civil & Administrative Tribunal - <https://www.vcat.vic.gov.au>
- Disputes Settlement Victoria – www.disputes.vic.gov.au
- Victorian Equal Opportunity & Human Rights Commission - <https://www.humanrights.vic.gov.au>

For inquiries about the registration of prescribed accommodation or complaints, please contact Council's Public Health Department on 03 5358 8700

