



Application to register an accommodation business

Please use this form to notify Council of your intent to register an accommodation business. Under the **Public Health and Wellbeing Act 2008**, businesses accommodating 6 or more persons must register with local Council.

Business owner – personal details

Owner	Title Name (s) Surname	
Postal address	Town	Postcode
Email		
Telephone	Phone	Mobile

Is the primary contact the business owner Yes No (Please complete below)

Primary Contact (if different from above)

Owner	Title Name (s) Surname	
Postal address	Town	Postcode
Email		
Telephone	Phone	Mobile

Are you completing this form on behalf of the business owner? Yes No

Business type (please tick appropriate box):

- Sole trader
- Partnership
- Company

Business details

Business trading name	
Company name (if different to trading name)	
Business Trading address (if different from owner's postal address)	Town Postcode
Australian Business Number (ABN) – if available	
Australian Company Number (ACN) – if available	

Please note: trust funds are not acceptable as company or proprietor name.

Type of business

- Motel / hotel
 Residential accommodation
 Holiday camp
 Bed and Breakfast
 Rooming house

Rooming house operator's licence number (for rooming houses only)

Number of rooms available..... Maximum number of guests.....

*Please Note: If you are planning **to serve food in your accommodation business** you may also require a Food Business Registration. Depending on the type of food provided, additional registration fees may apply.

Please visit the www.wangaratta.vic.gov.au for more information about food registration, or call 03 5722 0888 to speak with an Environmental Health Officer.

Supporting documents

- I have attached plans of the layout include:
- Size of all rooms
 - Proposed occupancy limits of each room
 - Location and number of facilities
 - Floor areas (in m²)

Signature

New Proprietor name:.....

Signature:.....Date:.....

Registration and renewal fees

Once your application has been received, we will contact you with an invoice and options for payment of the registration fee and new premises assessment fee.

You are required to renew your registration annually.

For more information about the appropriate fees please visit our website or contact the Environmental Health Department on 03 5722 0888.