



## APPLICATION FOR REGISTRATION OF A LODGING HOUSE

Owner/Operator Details:			
Name:		Telephone:	
Email:			
Address:			
Suburb:		Postcode:	
Postal Address:			
Suburb:		Postcode:	

Lodging House Property Details:			
Lodging House Name:			
Lot No:		Street No:	
Street Name:			
Suburb:		Postcode:	
Will meals be provided by the manager/keeper or lodgers?			
Will the keeper reside continuously on the premises?			
Name and occupation of proposed manager if keeper resides elsewhere:			
Will there be any family members residing on the premises with the manager/keeper? If yes, how many?			

Declaration:	
<p>I/We, (owner as specified above) apply for a registration of a lodging house at (property as specified above) and give permission for my name to be entered in the Register as the keeper of a lodging house.</p>	
<p>A lodging house is classified as:</p> <ul style="list-style-type: none"><li>- A lodging house</li><li>- A short term hostel</li><li>- Recreational campsite</li><li>- Services apartments</li></ul> <p>(Please specify which is to apply)</p>	
<p>Application fee of \$233.00 is attached.</p>	
Signed: _____	Date: ____/____/____

Environmental Health Officer Inspection Report:		
Item	Complies Y/N	Comments
<b>Annual Registration Paid</b>		
<b>Maximum Number of Lodgers</b>		
<b>Sanitary Conveniences</b>		
Bath & Toilets clean and well maintained		
Supplied hot and cold water		
Separated/screened for privacy		
Show gender signs/adequate lighting		
<b>Laundry</b>		
Clean/good repair		
Properly surfaced floor, fall to floor waste		
Hot and cold water supply to a:		
a) washing machine (min 4kg) and trough (1:15 lodgers)		
b) dryer or 30m clothes line (1:15 lodgers)		
<b>Kitchen</b>		
If lodgers prepared own meals cooking facilities required:		
No of lodgers      Ovens                      4 Burner Stoves		
1-15                      1                                      1		
16-30                      1                                      2		
31-45                      2                                      3		
46-60                      2                                      4		
Over 60                      2                                      4 + 1:15		
If meals are provided by the Manager – kitchen complies with Food Standards Code and is a Registered Food Business.		
Adequate food storage facilities, refrigerator space for food		
<b>Dining/Lounge Room</b>		
Clean and well maintained		
Furnished for half max number lodgers		
<b>Fire Prevention and Control</b>		
Fire protection equipment serviced		
Each passage has a working night light		
Exit signs/fire safety equipment is accessible and maintained		
Fire blanket provided within 2m of the kitchen		
Passages/stairways free from obstruction		
<b>Bedrooms</b>		
Rooms are numbered		
No food/cooking appliances/kitchen sink		
>5.5m <sup>2</sup> of clear space for each lodger		
Illuminated with 0.1m <sup>2</sup> window to 1m <sup>2</sup> floor area		
Ventilation of 0.5m <sup>2</sup> to 10m <sup>2</sup> floor area		
Free from dampness		
Clean and well maintained		
<b>Short term hostels</b>		
Room to have >5m <sup>2</sup> floor space		
Fixed ventilation 0.15m <sup>2</sup> to 10m <sup>2</sup>		
If no natural ventilation, form of mechanical ventilation		

Record No:  
File No:

<b>Bed Size</b>		
Bedhead/mattress/pillow and linen		
Minimum 800mm x 1.9m		
Provision of storage for personal belongings		
Beds to be 0.75m apart		
Bunks to be 0.9m apart		
Passage of 1.35m + 2m between bunks		
Mattresses/pillows fitted with protectors		
Doors, windows, vents free from obstruction		
<b>To be Fire Retardant</b>		
Drapes/curtains/blinds/bed covers		
Floor coverings		
All materials are certified showing compliance with AS		
Certification received?		
<b>Emergency Lighting/Exit Signs</b>		
Log book on site showing 6 monthly testing		
<b>House keeping</b>		
Duplicate set of keys to be kept by Manager		
Rooms to be occupied as per Certificate of Registration		

Environmental Health Officer completing inspection : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_