

Application to Register Prescribed Accommodation Premises

Public Health & Wellbeing Act 2008



Environmental Health Services
Brimbank City Council
PO Box 70
Sunshine Victoria 3020
Ph: 03 9249 4000

<http://www.brimbank.vic.gov.au>

**In order for the application to be assessed you will need to fill in all sections of this form.
Failure to complete the form may delay the registration process.**

APPLICANT – PERSON / COMPANY SUBMITTING APPLICATION / PLANS

- Project Manager
- Builder
- Drafts Person
- Sole Proprietor
- Company

Title*

Given Name*

Surname*

**If the proprietor is a company or association the company name will need to be filled in below*

or

Company Name (If applicable)

Street Address *

Suburb/Town*

State*

Postcode*

Business Phone*

After Hours Phone*

Mobile Phone*

Email address*

PROPRIETOR / OWNER DETAILS

- Sole Proprietor
 Partnership
 Company

Title*

Given Name*

Surname*

**If the proprietor is a company or association the company name will need to be filled in below*

or

Company Name (If applicable)

Home / Registered Address *

Suburb/Town*

State*

Postcode*

Business Phone*

After Hours Phone*

Mobile*

Email address*

PREFERRED ADDRESS FOR POSTAL CORRESPONDANCE

Street or Po Box

Suburb/Town

State

Postcode

PREFERRED CONTACT PERSON

Title*

Given Name*

Surname*

Position*

Contact phone*

PREMISES DETAILS

House / Motel / Hotel - Trading Name*

Street address*

Suburb/Town*

State*

Postcode*

ABN*

Business Telephone* (preferably the site phone number)

Number of rooms

Number of Beds - Single

Number of Beds - Double / Queen / King

Number of People at full Occupancy

Estimated Date of Construction

Estimated Date of Completion

Proposed Opening Date

Please note:

- This application is valid for 12 Months from date of submission
- This application is for the above nominated premises for Registration under the Public Health & Wellbeing Act 2008.
- You must contact the Brimbank City Council's Planning and Building departments (or a private Surveyor) to ensure that you have the correct permits to commence your business.

PLEASE NOTE

This application is for application for registration under the Public Health & Wellbeing Act 2008 only.

You may be required to consult with other departments within Council and externally to ensure that you meet their requirements.

Have you contacted Council's building department about this application: Yes No

Have you contacted Council's planning department about this application: Yes No

Signature:

Date:

To contact Building/Planning departments please contact Brimbank City Council on 03 9249 4000

FEES

Please contact the Environmental Health Department on 03 9249 4000 for the correct fee prior to submitting this form.

Office use only

Debtor Number:



In person

Present the completed and signed form to make payment (eftpos, cash, visa, master card, cheque or money order)

At one of our Customer Service Centres

**301 Hampshire Road, Sunshine
(Brimbank Community & Civic Centre)**

**Watergardens Town Centre
Station Street, Taylors Lakes,
(Library Building)**



**By mail (cheque or money order only).
Send the completed and signed form with your
cheque or money order payable to
'Brimbank City Council**

**Mail to Brimbank City Council,
PO Box 70, Sunshine Vic 3020**

DECLARATION

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application is a legal document and penalties exist for providing false or misleading information
- Please ensure that you have completed the form and have attached the requested information. Failure to do this may

Proprietor Signature

Proprietor Signature

Print Proprietor Name

Print Proprietor Name

Date

Date

PRIVACY

The personal information requested on this form is being collected by Council for the purpose of meeting its legal obligations under the Public Health and Wellbeing Act 2008 and associated or related legislation. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Council's Environmental Health Services on 9249 4000.