Record No: File No:



## 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 Na	ame:	
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:		
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.		
A lodging house is classified as:  - A lodging house - A short term hostel - Recreational campsite - Services apartments (Please specify which is to apply)		
Application fee of \$240.00 is attached.		
Signed: Da	te:/	

Environmental Health Officer Inspection Report:			
Item	Complies	Comments	
Annual Decistration Daid	Y/N		
Annual Registration Paid  Maximum Number of Lodgers			
Sanitary Conveniences			
Bath & Toilets clean and well maintained			
Supplied hot and cold water			
Separated/screened for privacy			
Show gender signs/adequate lighting			
Laundry			
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)			
Kitchen			
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			
Dining/Lounge Room			
Clean and well maintained			
Furnished for half max number lodgers			
Fire Prevention and Control			
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			
Bedrooms			
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			
Short term hostels			
Room to have >5m² floor space			
Fixed ventilation 0.15m <sup>2</sup> to 10m <sup>2</sup>			
If no natural ventilation, form of mechanical ventilation	]	<u> </u>	

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Bed Size	
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	
To be Fire Retardant	
Drapes/curtains/blinds/bed covers	
Floor coverings	
All materials are certified showing compliance with AS	
Certification received?	
Emergency Lighting/Exit Signs	
Log book on site showing 6 monthly testing	
House keeping	
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:/