

# LODGING HOUSE REGISTRATION APPLICATION

Health (Miscellaneous Provisions) Act 1911  
Health Local Law 2004 Schedule 1



CITY OF VINCENT

To: Chief Executive Officer  
Attention: Health Services

## APPLICANT DETAILS

I/We \_\_\_\_\_  
(full name of individual applicant/s or company name)

of \_\_\_\_\_  
(address of applicant/s or company)

apply for the registration of premises situated at \_\_\_\_\_

The type of lodging is

- shared house
- short term hostel e.g. backpackers
- serviced apartments

and for my name/s to be entered in the register as the keeper (owner) of the lodging house.

## DESCRIPTION OF LODGING HOUSE

Please complete details below if you are wishing to change the approved lodging house room numbers and/or lodger capacities.

Number of storey's		
<b>Rooms for private use (not for lodgers)</b>	Number	Floor area (m <sup>2</sup> )
Laundries/toilets/bathrooms		
Bedrooms		
Dining room/s		
Kitchen/s		
Lounge room/s		
Other (Specify) _____		
<b>Rooms for lodgers</b>	Number	Floor area (m <sup>2</sup> )
Bedrooms*		
Dining rooms*		
Kitchens*		
Lounge rooms*		
Other (Specify) _____		

\*Refer to the [Lodging House Guidelines](#) on the City's website for minimum floor areas required as per the Health Local Law 2004

## DESCRIPTION OF LODGING HOUSE (continued)

### Sanitary conveniences for lodgers\*

	Male	Female
Toilets		
Urinals		N/A
Baths		
Showers		
Hand wash basins		

\*Refer to the [Lodging House Guidelines](#) on the City's website for minimum numbers required as per the Health Local Law 2004

### Kitchen facilities for lodgers\*

	Number
Ovens	
4 burner stoves	

\*Refer to the [Lodging House Guidelines](#) on the City's website for minimum numbers required as per the Health Local Law 2004

### Laundry units for lodgers\*

	Number
Wash troughs	
Washing machines	
Dryers or clothesline (metres)	

\*Refer to the [Lodging House Guidelines](#) on the City's website for minimum numbers required as per the Health Local Law 2004

### Additional details

- (a) Lodger's meals will be provided by the  Manager (caretaker)  Keeper (owner)  Lodgers
- (b) The lodging house keeper (owner)  will /  will not reside continuously on the premises
- (c) Contact details of proposed manager (caretaker) if keeper (owner) resides elsewhere:  
 Name: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_
- (d) There will be \_\_\_\_\_ family members residing on the premises with the  Manager  Keeper
- (e) I request for lodgers to be able to store food in their rooms\*  Yes  No

\*Refer to the [Lodging House Guidelines](#) on the City's website for the requirements as per the Health Local Law 2004

## ATTACHMENTS

ABN/ASIC registration	<input type="checkbox"/>
Lodging house floor plan (if requesting change to room or lodger numbers) showing: <ul style="list-style-type: none"> <li>Lodger rooms and bed configurations including numbering of rooms in order (refer to the <a href="#">Lodging House Guidelines</a> on the City's website for room requirements as per the Health Local Law 2004)</li> <li>Lodger and private dining room/s</li> <li>Lodger and private lounge room/s</li> <li>Lodger and private kitchen/s</li> <li>Lodger laundry facilities (wash troughs, dryers, clotheslines)</li> <li>Designated emergency exits</li> <li>Sanitary facilities (male, female and accessible toilets, urinals and hand basins)</li> <li>Smoking areas</li> <li>Outdoor areas for lodger use</li> </ul>	<input type="checkbox"/>
Lodging house management plan including complaint procedure and noise management	<input type="checkbox"/>

## DECLARATION & CONTACT DETAILS

Name of applicant/s or company name		
Mobile	Email	
Signature/s of applicant/company director		Date
Postal address <i>(if different to premises address)</i>		
Lodging house phone number		
Lodging house email address		

To submit your application please email this form to [mail@vincent.wa.gov.au](mailto:mail@vincent.wa.gov.au)

## FEES

These fees are applicable for the 2024/2025 financial year. You will be sent an invoice for the relevant fees.

Registration fee	\$206.00
Annual registration & assessment fee	\$322.00