



CITY OF VINCENT

Health Services

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Guidelines for Lodging Houses

These guidelines have been produced to guide owners, keepers, architects and builders on how to comply with the structural, equipment, maintenance and local requirements for lodging houses.

The guide is an introduction to typical lodging house construction only. The guide does not outline all specific statutory requirements. For more comprehensive information relating to statutory requirements, applicants should refer to the Health Act 1911 the City of Vincent Health Local Laws 2004, Part 8, and the Building Code of Australia (BCA).

In general terms, a lodging house should be constructed to ensure it is:

1. Comfortable - provided with sufficient lighting and ventilation, complies with the approved maximum number of lodgers to prevent overcrowding.
2. Provided with the basic facilities such as a functional and well maintained kitchen, bathroom(s), laundry units, toilet(s), lounge, dining area(s) and hot and cold water.
3. Safe and hygienic - approved fire safety measures, emergency evacuation procedures are to be in place (ie hard wired smoke detectors, illuminated exit signs and emergency evacuation procedures in each room), and ensure that the general state of cleanliness is aesthetically satisfactory.

The City's Health Services Section is to be advised of a sale or transfer of an existing Lodging House so that a revised Certificate can be issued. In addition, it is advised that the Health Services can revoke the registration of a Lodging House in the case of non-compliance and or failure to comply with written directions. Managers/Keepers must keep an up to date Register of Lodgers with all details to be available for inspections or investigation upon request by an Environmental Health Officer, or the Police.

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2.0 Council Requirements

2.1 Planning Services

Planning Services will ascertain the suitability of your proposed business in your chosen location, with relation to the zoning, approved land-use and any other relevant planning details.

2.2 Building Services

Building Services will approve plans based on structural integrity and proposed additions, and advise on any special building requirements.

2.3 Health Services

- (a) Before the commencement of any development or the alteration or extension of any lodging house, the Council should be advised in writing and prior approval obtained.
- (b) Lodging houses will be registered only when they have complied with the Council's requirements. Registrations are renewed during July of each year, provided the premises is being maintained and operated appropriately.

To obtain approval, plans and specifications should be submitted in duplicate, detailing proposed fixtures, fittings and equipment within the premises. The scale of plans should be 1:50 and include specifications, finishing's and details of:

1. Kitchen (wall, floor and ceiling finishes and all equipment);
2. Bathrooms;
3. Toilets;
4. Laundries;
5. Lounge areas;
6. Dining areas;
7. Bedrooms and associated storage facilities (cupboards) and beds;
8. Refuse storage and cleaning facilities; and
9. Emergency evacuation routes and fire protection facilities.

NB: *Please note that plans submitted must be of such a standard that all of these details are shown clearly. This speeds up the approval process and is beneficial to you and the Council.*

3.0 STATE GOVERNMENT DEPARTMENTS

3.1 Fire and Emergency Services Authority

They have certain compulsory requirements regarding fire safety that are necessary, especially in multistorey buildings (backpackers/short term hostels) regarding fire safety.

3.1 Water Corporation

All sewer connected plumbing works are to be carried out by a licensed plumber, in accordance with the Metropolitan Water Supply, Sewerage, and Drainage Board by-law. The Industrial Waste section should be consulted regarding the provision of a grease trap.

3.2 Department of Environmental Protection

Sound levels created during the operation of the business should not exceed the provisions of the Environmental Protection Act 1986 and the Environmental Protection (Noise) Regulations 1997. Noise problems may arise due to the operation of air conditioners, amplified music, parties, exhaust hood outlets, pool pumps, etc. Appropriate sound proofing design and screening should be considered.

3.3 Western Power and Alinta Gas

All electrical and gas fitting equipment must be approved by Western Power and Alinta Gas and installed in accordance with the relevant regulations. Keep documentary evidence of electrical, gas, plumbing, Fire Brigade Board, and mechanical/ventilation services certification of compliance with relevant legislation.

4.0 INTERPRETATION AND RELEVANT DEFINITIONS

4.1 Interpretation

A lodging house is any premises in which provision is made for more than 6 persons to reside, for hire or reward. This does not include the keeper or his/her family who may reside with the other lodgers. Lodging houses include serviced apartments and short term hostels but do not include:

- (a) Hotel premises licensed under the Liquor Licensing Act 1988;
- (b) Premises used as a boarding school approved under the School Education Act 1999.

4.2 Relevant Definitions

“Keeper” means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house.

“Lodger” means a person who obtains, for hire or reward, board or lodging in a lodging house.

“Manager” means a person duly appointed by the keeper to reside in, and have the care, management and legal responsibility of a lodging house.

“Register of Lodgers” means the register kept in accordance with the Health Act.

“Resident” means a person, other than a lodger, who resides in lodging house.

“Serviced Apartment” means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities.

“Short Term Hotel” means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and includes youth hostels and backpacker hostels.

“Night Shelter” means a house used or intended to be used for the lodging or board of persons who require aid or relief.

“Bed” means a single sleeping berth only. A double bed provided for the use of couples, shall have the same floor space requirements as two single beds.

“Bunk” means a sleeping berth comprising one of two arranged vertically.

“Dormitory” means a building or room utilised for sleeping purposes at a short term hostel.

Note: It is recommended that appropriate Public Liability Insurance be obtained and maintained for the Lodging House.

5.0 CONSTRUCTION AND FACILITY REQUIREMENTS

The following is a guide to the maintenance, construction, use and facility requirements for a lodging house.

5.1 Sanitary Conveniences

The minimum number of sanitary facilities required for lodgers is to be in accordance with Table F2.1 of the Building Code of Australia, as a Class 3 building. **In general, this describes a minimum of one (1) facility (water closet, bath or shower and hand basin) per ten (10) lodgers for each gender. However, if one urinal is provided for each 25 males up to 50 and one additional urinal for each additional 50 males or parts thereof, one closet pan for each 12 males may be provided.**

The walls of each shower and bath are to be of an impervious material to a minimum height of 1.8 metres above the floor level.

Toilets and bathrooms are to:

- (a) be situated, separated and screened to ensure privacy;
- (b) be apportioned for each sex (assume a 50/50 ration);
- (c) have a distinct sign displayed in a prominent position denoting the gender for which use they are intended; and
- (d) be provided with adequate electric lighting.

A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents is excluded from the above calculation.

Each bath, shower and hand wash basin is to be provided with an adequate supply of hot and cold water.

Maintenance Notes: Ablution facilities (and kitchen) should be repainted approximately every two years to ensure walls and ceilings are maintained in a neat and clean condition. Damaged or removed tiles should be replaced as part of ongoing maintenance. Ensure extraction ventilation remain operative and regularly clean covers. Ensure that toilet, shower and bathroom doors are provided with operative self-closing devices or door closers.

5.2 Laundry

One laundry unit is required for each 15 lodgers.

One laundry unit consists of:

- (a) either:
 - (i) two wash troughs; or
 - (ii) a washing machine and either a wash trough or a sink; and
- (b) a clothes drying facility being either an electric clothes dryer or not less than 20 metres of clothes line erected externally.

The trough, sink and washing machine are to be provided with an adequate supply of hot and cold water. Laundry room to be efficiently ventilated – mechanically or permanent fixed ventilation openings in glazing.

5.3 Kitchen

A kitchen is to be provided as follows:

- (a) having a minimum floor area-
 - (i) where lodgers prepare their own meals - 0.65 square metres per person;
 - (ii) where meals are provided by the keeper or manager - 0.125 square metres per person; and
 - (iii) where a kitchen and dining room are combined - 1 square metre per person;provided that the minimum floor area is not less than 16 square metres in any of the above situations in accordance with the City of Vincent Health Local Laws 2004, Part 9:
- (b) has adequate:
 - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies (provide a fly zapper, and flyscreens to windows) or vectors of disease of any kind; and
 - (ii) refrigerator space for storage of perishable goods – fridge to be set on 4 degrees Celsius (provide thermometer), fridges to be provided with castors or wheels to aid cleaning under it;
- (c) complies with the structural finishes (such as extraction canopy over stoves), fittings and fixtures requirement of the Food Act 2008, Food Regulations 2009 and the Australia New Zealand Food Standards Code;
- (d) has a wash hand basin and a double bowl sink and drainer(s), each provided with an adequate supply of hot and cold water, and liquid soap and disposable paper towels;
- (e) has the walls behind each stove and cooking appliance tiled to a height of not less than 1.8 metres above the floor – replace damaged or missing tiles as soon as it occurs;

- (f) has an approved fire blanket and fire extinguisher positioned within 2 metres of the cooking area;
- (g) Ensure kitchen floor-wall-junction is covered by aluminium coving or other approved means;
- (h) Repaint kitchen walls and ceilings every approximately two years to continuously provide clean and neat surfaces.
- (i) Where meals are provided by the keeper or manager, the keeper is to provide a kitchen and cooking appliances for a number and type approved by the Council. Microwave oven(s) should also be provided.
- (j) Extraction Canopy & System - Detailed plans and specifications of the extraction system and hood or canopy over cooking appliances or stoves, showing design and performance (ie flow rate) are required to be submitted to the City of Vincent Health Services Section for approval, prior to manufacture and installation. After approval and installation, ensure filters are regularly cleaned to prevent a fire hazard in extraction system and aid general cleanliness.

COOKING FACILITIES WHERE LODGERS PREPARE THEIR OWN MEALS

<i>NO. OF LODGERS</i>	<i>OVENS</i>	<i>4 BURNER STOVES</i>
1 - 15	1	1
16 -30	1	2
31 -45	2	3
46 - 60	2	4
Over 60	2	4+1 for each additional 15 lodgers (or part thereof) over 60

5.4 Dining Room

A dining room is to:

- (a) be located in close proximity to, or combined with the kitchen;
- (b) have a floor area of which is not less than the greater of;
 - (i) 0.5 square metres per person; and
 - (ii) 10 square metres; and
- (c) adequately furnished to accommodate, at any one time, half the number of lodgers; and
- (d) provided with a suitable floor covering that is easily cleanable.

5.5 Lounge Room

A lounge room is to be:

- (a) provided with a floor area;
 - (i) where the lounge is not combined with the dining room - not less than 0.6 square metres per person
 - (ii) where the lounge room is combined with a dining room - not less than 1.2 metres per person;but in either case being a minimum of 13 square metres; and
- (b) adequately furnished to accommodate, at any one time, half the number of lodgers;
- (c) provided with a suitable floor covering that is easily cleanable – replace worn and discoloured carpets or floor coverings; and
- (d) Ensure furniture is in a neat and clean condition – replace damaged furniture on an ongoing basis.

5.6 Sleeping Apartment (Bedrooms)

Rooms That Are Not Permitted For Sleeping Purposes

The following rooms cannot be used for sleeping purposes:

- (a) a room which contains food;
- (b) a room which contains or is fitted with a cooking appliance or kitchen sink;
- (c) a room which is used as a kitchen, scullery, store room, dining, general sitting room or lounge room or for the preparation or storage of food;
- (d) a room which is not reasonable accessible without passing through a sleeping or other room in the private occupation of another person;
- (e) a room which, except in the case of short term hostel, contains less than 5.5 square metres of clear space for each lodger occupying the room;
- (f) a room which is naturally illuminated by windows having a ratio of less than 0.1 square metres of unobstructed glass to every 1.0 square metres of floor area (10%);
- (g) a room which is ventilated at a ratio of less than 0.5 square metres of unobstructed ventilating area to every 10 square metres of floor area (5%);
- (h) a room in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) a room which is not free from internal dampness;
- (j) a room of which any part of the floor is below the level of the adjoining ground; or
- (k) a room with a floor which is to fitted with an approved carpet or vinyl floor covering or other floor treatment approved by the Council.

(l) Two children under the age of 10 years are to be counted as one lodger.

Paragraphs (a), (b) and (c) do not apply to a serviced apartment.

Sleeping Accommodation in Short Term Hostels

The following relates to the construction and facility requirements in sleeping apartments of short term hostels.

- (a) Each sleeping apartment is to have a clear floor space of not less than;
 - (i) 4 square metres per person in each dormitory utilising beds; and
 - (ii) 2.5 square metres per person in dormitories utilising bunks.
- (b) The calculation of floor space in (1) above is to exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.
- (c) The minimum height of any ceiling in a short term hostel is 2.4 metres in any dormitory utilising beds and 2.7 metres in any dormitory utilising bunks.
- (d) The minimum floor area requirements in (1) will only apply if adequate ventilation, separation distances, fire egress and other safety requirements are in accordance with the Building Code of Australia.
- (e) Fixed outlet ventilation is to be provided at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories. Dormitories are to be provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable. Alternatively, mechanical ventilation in lieu of fixed ventilation may be provided, subject to the local authority approval and complying with Australian Standards 1668 Part 2.
- (f) Beds are to be a minimum size of 800 millimetres x 1.9 metres.
- (g) Provide sufficient storage space for personal belongings/effects, including baggage/backpacks, and to be located so that cleaning operations are not hindered and access space is not obstructed.
- (h) Beds are to be arranged so that there is a distance of 750 millimetres between beds and 900 millimetres between bunks.
- (i) Where bed or bunk heads are placed against the wall on either side of a dormitory, there is to be a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks.
- (j) The passageway is to be kept clear of obstruction at all times.
- (k) All doors, windows and ventilators are kept free of obstruction.

Furnishing of Sleeping Apartments

(a) Each sleeping apartment is to be furnished with a sufficient number of beds and storage facilities for the personal belongings of every lodger.

(b) Each bed must:

(i) have a bed head, mattress and pillow ; and

(ii) be provided with a **pillow case, mattress protectors, two sheets**, a blanket or rug and, from the 1st day of May to the 30th day of September, not less than one additional blanket or rug.

Note: The linen and pillow cases are to be washed before it is used by the next lodger. In addition, all linen and towels, etc are to be appropriately washed at least once a week.

Caravans are not permitted to be used as accommodation on Lodging House Premises.

Numbering of Doors

(a) Serial numbers are to be placed on the outside of the doors of all rooms available to lodgers in the lodging house so that:

(i) the number “1” is placed on the outside of the door of the room nearest to the front or main entry door of the lodging house; and

(ii) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging house.

(b) The door numbers are to be:

(i) not less than 40 millimetres in height;

(ii) 1.5 metres from the floor; and

(iii) permanently fixed either by being painted on the doors or shown by other legible means

6.0 FIRE SAFETY

6.1 Emergency Lighting

Emergency lighting is to be provided separately from the general lighting system and kept illuminated during the hours of darkness as required by the Building Code of Australia and in accordance with Australian Standards 2293.1. This includes the provision of emergency lighting and illuminated Exit signage in every passageway. Ensure that each illuminated exit sign and fire-fighting appliance is clearly visible, accessible, regularly checked, and maintained in good working order at all times.

6.2 Obstruction of Passages, Stairways and Exits

It is extremely important that passages, stairways and exits are free from obstruction such as furniture, fittings or other items. Exit doors are to be free from locks or other devices, which prevent the door being opened without a key from within the lodging house.

6.3 Equipment

All buildings are to be fitted with fire protection & fire fighting equipment as directed by the Western Australian Fire Brigades Board and approved by the local authority. Equipment such as smoke detectors, fire extinguishers, hoses, fire blankets in kitchen, emergency phone numbers of the Police Service, Fire Brigade, and Ambulance Service etc laminated or framed and located on the office and kitchen walls. Fire extinguishers are to be serviced at least every six months. Ensure firewood or combustible items are not stored in such a way or close to the buildings so as to create a fire hazard.

6.4 Term Hotels - Fire Safety

Materials such as drapes, curtains, upholstery, bedding, blinds, floor covering etc. that are used in dormitory areas must comply with Australian Standards 1530.2 and Australian Standards 1530.3 relating to maximum Flammability and Smoke Developed Indexes. Check with suppliers re: compliance with these Australian Standards to ensure appropriate fire retardation.

7.0 RUBBISH & REFUSE STORAGE AND BIN AREA

A **rubbish bin storage area or enclosure** is to be provided and comply with the following:

- (a) A tap connected to an adequate supply of water;
- (b) Smooth impervious walls constructed of approved material of not less than 1.5metres in height;
- (c) An access way not less than 1 metre in width and fitted with a self closing gate;
- (d) Smooth impervious floor of not less than 75mm thickness, evenly graded and adequately drained to a minimum 100mm diameter industrial grade floor waste;
- (e) Easy access to allow for the removal of containers;
- (f) A floor area able to accommodate all containers used on the premises (to the satisfaction of the Health Services Section);
- (g) Bin area to be roofed;
- (h) Where provided, internal bin areas are to be mechanically ventilated at not less than 5 litres per second, per square metre of floor area;
- (i) Bins and bin area are to be steam cleaned at least once in four months to ensure acceptable standard of hygiene; and
- (j) Ensure rubbish is bagged, sealed and container or rubbish bin lids kept closed to prevent unhygienic conditions.

8.0 GENERAL NOTES

1. For your information, the registration financial year of a Lodging House is from the 1 July to the 30 June the following year.
2. The maximum number of persons permitted within lodging premises will be on the registration certificate for the premises and may not be exceeded.
3. Please ensure that the certificate of registration is framed or laminated and displayed in a conspicuous position on the wall of the main office.
4. The following items require on-going attention in order that the premises comply with the relevant legislation:
 - A maintenance log is to be kept regarding the periodic testing and service of emergency Exit signs, residual current devices, and fire fighting equipment for inspection by the Environmental Health Officer.
 - An updated emergency evacuation plan is to be prepared and submitted to the Council's Health Services Section during July each year.
 - The external doors and gates are to swing outwards in the direction of egress and are to be easily operable from inside the property.
 - A Register of Lodgers are to be kept with lodgers essential information including their passport numbers, home address, telephone number and the intended next destination for inspection by Environmental Health Officers and/or Police Officers.
 - The keeper(s) is to appoint a manager to reside continuously in the premises for the care and management of the lodging house.
 - The keeper/manager is to comply with the City of Vincent Health Local Laws 2004, the City's Planning Scheme, and relevant legislation.
 - Do not keep or store poisons, chemicals, flammable substances, etc in kitchen or in lodging house premises.
 - Take all reasonable steps to prevent unreasonable noise.
 - Keepers or Managers are to do daily walk-through inspections of entire premises to ensure health, safety and amenity of lodgers.

It should be remembered that this document is primarily a guide for owners, keepers, builders and architects of lodging houses, based on current legislation, to assist in the establishment or maintenance of a lodging house. The City's Health Services Section should be contacted for more specific details.

Environmental Health Officers may inspect lodging house premises unannounced at any time to assess compliance. A lodging house keeper or manager shall retain possession of a duplicate key to the door of each room or facility or area for the purposes of inspection or assessment. Ensure that the Registration/Licence Certificate is framed or laminated and kept on the office wall for inspection purposes. A written cleaning schedule detailing all items, rooms, areas, timeframes, and responsible persons, is to be framed/laminated and placed on the office wall for management & inspection purposes. A notation on the Cleaning Schedule should further refer to the frequency and company contact details in relation to Pest Control Treatments, Fire Extinguisher Services, Gas Fitter, External Laundry Service, Electrical Repairs, Plumbing Services, etc for management and inspection purposes. *Please find enclosed a shortlist of Lodging House Inspection Standards for compliance. Please ensure sufficient illuminated Exit and directional exit signage is provided to aid emergency evacuation.*

Health Act 1911 (as amended)

**APPLICATION FOR TRANSFER OF
A LICENCE TO CONDUCT A LODGING HOUSE**

**To: Chief Executive Officer
City of Vincent, P O Box 82, Leederville, 6007.**

I, Mr/Mrs/Ms/Miss.....
(full name in block letters)

of
(full residential address)

apply for transfer, for such period as is still unexpired, of the licence to conduct a lodging house in respect of -

the premises known as: (old trading name).....

(new trading name).....

situated at:

The Licence was issued to
(full name of current licence holder)

of
(full residential address)

by the City of Vincent on the day of 20

and is attached with this application.

Dated the day of 20

.....
(Signature of Applicant)

I consent to the transfer of the above Licence to Conduct a Lodging House

.....
(Signature of Licence Holder)

Applicants Postal Address: _____

**Schedule 8
CITY OF VINCENT
Health Act 1911**

**APPLICATION FOR REGISTRATION
OF A LODGING HOUSE**

**To: Chief Executive Officer
City of Vincent, P O Box 82, Leederville, 6007.**

I/We,.....
(Full name of Applicant/s)

of.....
(Residential Address of Applicant/s)

apply for the registration of premises situated (or to be situated) at.....
.....
.....

as a lodging house to be classified as-

- a lodging house;
 - a short term hostel; or
 - serviced apartments
- (Specify which is to apply)

and for my name to be entered in the Register as the keeper of the lodging house.

DESCRIPTION OF LODGING HOUSE

Number of storeys
Total Number of Lodgers

Rooms for private use

<u>Room</u>	<u>Number</u>
Laundries/toilets/bathrooms
Bedrooms
Dining Rooms
Kitchens
Sitting Rooms
Other (Specify)

Rooms for lodgers

	<u>Number</u>	<u>Floor Area</u> (in square metres)
Bedrooms
Dining Rooms
Kitchens
Sitting Rooms
Other (Specify)

Sanitary Conveniences

	<u>Male Lodgers</u>	<u>Female Lodgers</u>
Toilets
Urinals
Baths
Showers
Wash hand basins

Laundry Facilities

	<u>Number</u>
Coppers
Wash troughs
Washing machines
Drying cabinets or clothes lines

Additional Details

- (a) Lodgers’ meals will be provided by the *manager/keeper/lodgers.
- (b) The keeper *will/will not reside continuously on the premises.
- (c) Name and occupation of proposed manager if keeper resides elsewhere –
.....
- (d) There will be family members residing on the premises with the *keeper/manager.

Application fee of \$....., and Certification of Compliance from electrician, plumber, gas fitter, and mechanical ventilation installer is attached.

Dated this day of 20.....

.....
(Signature of Applicant/s)

Applicants Postal Address: _____

* Delete whichever is not applicable.