

**ALL SECTIONS MUST BE COMPLETED**

**Proprietor Details**

**Applicant Name:** \_\_\_\_\_

If the proprietor is a company or association, specify name of person completing the application

Authority (eg Director): \_\_\_\_\_

Business Name \_\_\_\_\_

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

**Premises Details**

Trading name of premises: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Contact Person at Premises:** \_\_\_\_\_

Business Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

**Prescribed Accommodation Details**

Will the premises provide food to guests and/or the public?  Yes  No  
(e.g, breakfast, coffee, cake, lunch etc) If Yes please contact Council for Food Act requirements.

Please choose a type of accommodation

- |                                                    |                                        |                                        |
|----------------------------------------------------|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Residential accommodation | <input type="checkbox"/> Hotel/Motel   | <input type="checkbox"/> Hostel        |
| <input type="checkbox"/> Student dormitory         | <input type="checkbox"/> Holiday Camps | <input type="checkbox"/> Rooming House |

Maximum Number of Guests Accommodated : \_\_\_\_\_

Number of Bedrooms : \_\_\_\_\_

### Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- I am over 18 years at the time of completing this application.
- Council's EHO is to be notified prior to any changes being made guest numbers or provide food to guests,
- It is the owner/proprietor responsibility to notify Council's Environmental Health Unit of any changes.
- If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).
- If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.
- Payment of the relevant fee is required prior to the premises being registered and used for the purpose of prescribed accommodation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

### Privacy Statement

The Glenelg Shire Council is committed to protecting individual's right to privacy and the responsible and fair handling of personal and health information, consistent with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Accordingly, Council will adhere to the Information Privacy and Health Privacy Principles when undertaking its statutory functions and activities, so that the privacy of individuals can be protected. The Council's Privacy Policy is available from our website [www.glenelg.vic.gov.au/privacy](http://www.glenelg.vic.gov.au/privacy) and all Council Customer Service Centres. For further information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [https://www.glenelg.vic.gov.au/Page/Page.aspx?Page\\_Id=5133](https://www.glenelg.vic.gov.au/Page/Page.aspx?Page_Id=5133)