

# Register or transfer a prescribed accommodation business



**Business  
matters.**





## REGISTERING OR TRANSFERRING A BUSINESS

The following pages have been developed to assist business owners to register new businesses with the City and to assist with the transferring of a business registration. If you require further assistance, please contact Safe and Healthy Environments on **1300 002 642**. Applicants are encouraged to seek planning and building advice prior to applying for registration.

### Registering a business

Prescribed accommodation

#### Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 4 - Register an accommodation business
- Section 6 - Outdoor Dining, A-Frame and Footpath Trading Permit  
*(if you wish to also have an A-Frame)*

### Transferring a business

Prescribed accommodation

#### Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
  - Section 2 - Consent to release form
  - Section 3 - Transferring a registration of a business  
*(must be completed by the current owner)*
  - Section 4 - Register an accommodation business
  - Section 6 - Outdoor Dining, A-Frame and Footpath Trading Permit  
*(if business also has an A-Frame)*
- 

## LODGING YOUR APPLICATION

### By email

Safe and Healthy Environments:  
health@bendigo.vic.gov.au  
An invoice will be sent once the application is received.

### In person

City of Greater Bendigo  
Galkangu - Bendigo GovHub  
189-229 Lyttleton Terrace  
Bendigo, Victoria  
Office hours: 8.30am – 4.30pm, Monday to Friday

### By mail

Safe and Healthy Environments  
City of Greater Bendigo  
PO Box 733  
BENDIGO 3552

#### Payment method/s:

##### BPAY

BPAY payment options will be listed on your invoice when your application is lodged with the City.

##### ONLINE PAYMENTS

Online payment options will be listed on your invoice when your application is lodged with the City.

*Disclaimer; The City of Greater Bendigo will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and City of Greater Bendigo Privacy Policy.*

# SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

To make a business application with the City of Greater Bendigo, you must submit your personal details, the details of your business and your signature. If you only wish to apply for a Planning Permit, you do not need to complete this form.

**!** Please note - applications cannot be processed unless completed in full

## Complete section A or B

### SECTION A - Required for businesses who wish to operate under a company name

Company name: .....

ACN (Australian company number): .....

Company mailing address: .....

Company email: ..... Phone number: .....

**OR**

### SECTION B - Required for businesses operating as a sole trader or a partnership

#### Licensee/Proprietor details

Surname: .....

First name (s): .....

Licensee mailing address: .....

Phone number (s): .....

Email: .....

#### 1. Licensee/Proprietor

#### 2. Licensee/Proprietor

#### Contact person at business

*(in regards to business enquires/inspections)*

Surname: .....

First name (s): .....

Address: .....

Phone number (s): .....

Email: .....

#### 1. Contact person details

#### 2. Contact person details

# SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

**!** Please note - applications cannot be processed unless completed in full

## Business information

Business trading name: .....

Business trading address: .....

Business phone number/s: .....

Business email address: .....

ABN (optional): .....

Type of business: .....

*(eg. Café, Hairdresser, Hotel, Bakery)*

Proposed business opening date: .....

*(Approval time frames may impact on the opening of your business.)*

Trading hours of business:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM: .....	AM: .....	AM: .....	AM: .....	AM: .....	AM: .....	AM: .....
PM: .....	PM: .....	PM: .....	PM: .....	PM: .....	PM: .....	PM: .....

## DECLARATION OF PROPOSED LICENSEE/PROPRIETOR

I understand and acknowledge:

- That the information provided in this application is true and complete to the best of my knowledge.
- This initial registration may be less than 12 months.
- That other authorities may be notified of this application.

Print name (s): ..... Date: .....

If signing on behalf of a company, please specify your position: .....

Signature (s): .....

Print name (s): ..... Date: .....

If signing on behalf of a company, please specify your position: .....

Signature (s): .....

## SECTION 2 – CONSENT TO RELEASE FORM

If you are buying an existing registered accommodation business, please have the current owner of the business complete and sign this page.

**!** Please note - applications cannot be processed unless completed in full

I/we: .....  
(Current proprietor)

of: .....  
(Residential address)

Being the current proprietors/licensee of the following premises known as

Business trading name: .....

Business address/location: .....

Current licence number: ..... ABN/ACN: .....

Proposed settlement date: .....

**HEREBY CONSENT** to the City of Greater Bendigo disclosing any information and documents obtained from me and/or via an inspection of the premises by the Environmental Health Officers of the City of Greater Bendigo for the purpose of the sale of this business to:

Name of prospective purchaser: .....

I am the proprietor.

**OR**

I am authorised to complete and sign this letter of consent on behalf of the registered company.

Full name of person completing this form: .....

Signature: ..... Date: .....

If signing on behalf of a company, please specify your position: .....

Contact phone number for current proprietor: .....

Contact email address for current proprietor: .....

I request my current Public Health and Wellbeing Act registration be cancelled as of ..... inclusively.  
(Date)

## SECTION 3 - TRANSFERRING A REGISTRATION OF A BUSINESS

If you are buying an existing accommodation business and transferring the registration of that business to you as the new proprietor, the proprietor selling the business must complete this page to confirm that transfer.

To transfer a business successfully, you must submit the details of the current business owner (or owners if there is more than one), their signature and the proposed date of settlement.

**!** Please note - applications cannot be processed unless completed in full

### Current Licensee/Proprietor details

#### 1. Current Licensee/Proprietor

#### 2. Current Licensee/Proprietor

Company name if applicable: .....

Surname: .....

First name(s): .....

Current licence number/s: .....

Current business trading name: .....

Current business phone contact: .....

Current business email: .....

### DECLARATION OF CURRENT LICENSEE/PROPRIETOR

Print name (s): ..... Date: .....  
*current Licensee/Proprietor*

If signing on behalf of a company, please specify your position: .....

Signature (s): .....

Print name (s): ..... Date: .....  
*current Licensee/Proprietor*

If signing on behalf of a company, please specify your position: .....

Signature (s): .....

Proposed business settlement date: .....

*The application to transfer a registration MUST be submitted 15 business days prior to settlement. A Certificate of Transfer of Registration will be issued once proof of settlement has been received in writing.*

## SECTION 4 – REGISTER AN ACCOMMODATION BUSINESS

Registration of your business applies until June 30 of each financial year. Once your application has been received with payment it will be allocated to an Environmental Health Officer to assess. Reduced fees may apply to applications lodged after June 1.

**!** Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at [health@bendigo.vic.gov.au](mailto:health@bendigo.vic.gov.au)

### APPLICATION FEES

New \$381.60 - There is a one-off fee for all new applications, (not applicable if you are transferring a business).

**OR**

Transfer \$381.60 - Applicants transferring a business will only pay a transfer fee.

*(Unless after June 1, when renewal fees will also be issued)*

### ANNUAL REGISTRATION FEES

The table below sets out which accommodation businesses need to apply.

Rate	Description – please select the services you intend to provide	
\$381.60	<input type="checkbox"/> Bed & breakfast	<input type="checkbox"/> Lodge
	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Hostel
	<input type="checkbox"/> Guest house	<input type="checkbox"/> Resort
	<input type="checkbox"/> Hotel	<input type="checkbox"/> Student dormitory
	<input type="checkbox"/> Motel	<input type="checkbox"/> Holiday camp

### ADDITIONAL INFORMATION REQUIRED

Licensee's date of birth: ..... Number of rooms available: .....

Maximum number of guests: .....

You may need to obtain a Planning Permit from the City and a Building Permit from a private building surveyor if you will make structural changes to the building or change the use of the land on which the building is located.

## SECTION 6 - OUTDOOR DINING, A-FRAME AND FOOTPATH TRADING PERMITS

If you would like to place an A-frame (sandwich board), goods or decorative items (e.g. pot plants, information stands), or tables and chairs on the footpath, you will need to apply for a permit from the City.

\* Advertising sign specification is maximum 1.0m high and maximum 0.7m wide

To receive a permit to place any of these items on the footpath, you must comply with the requirements set out in the *Outdoor dining and Street Trading Code of practice* (the Code of Practice) and *Guidelines: Outdoor street trading code of practice* can be found on the city of Greater Bendigo's website [www.bendigo.vic.gov.au](http://www.bendigo.vic.gov.au)

**!** Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at [health@bendigo.vic.gov.au](mailto:health@bendigo.vic.gov.au)

### PERMIT FOR A-FRAMES, DECORATIVE ITEMS AND FOOTPATH TRADING

- I confirm I have read the Code of Practice and Guidelines and I agree to comply with the requirements.
- I confirm I have submitted a Current Certificate of Currency for Public Liability Insurance for a minimum of \$10 million with this application.

A-frame and footpath trading permits are valid until June 30 of each financial year. Reduced fees may apply to applications lodged after June 1.

### APPLICATION FEES

- New \$86 - There is a one-off fee for all new applications, (not applicable if you are transferring a business).

OR

- Transfer \$86 - Applicants transferring a business will only pay a transfer fee.

### ANNUAL FEES

Item		
A-frame (sandwich board advertising sign)	<input type="checkbox"/> 1 sign	\$73.50
	<input type="checkbox"/> 2 signs	\$152
	<input type="checkbox"/> 3 signs	\$332
Goods on footpath	<input type="checkbox"/> CBD	\$350
	<input type="checkbox"/> Non CBD	\$192
Decorative items (e.g. pot plants and information stands)	<input type="checkbox"/> CBD	\$144
	<input type="checkbox"/> Non CBD	\$85



## SECTION 6 - OUTDOOR DINING, A-FRAME AND FOOTPATH TRADING PERMITS

**!** Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at [health@bendigo.vic.gov.au](mailto:health@bendigo.vic.gov.au)

### PERMIT FOR OUTDOOR DINING (TABLES, CHAIRS AND BALUSTRADES)

To apply for an outdoor dining permit, you must complete the following:

- Complete this application form and provide proof of current Certificate of Currency for Public Liability Insurance (for a minimum of \$10M)

**If no works are required**, your permit will be issued shortly after payment is received.

**If works are required** – for example, the installation of bluestone paving or removable barriers

We require you to use one of the City's approved contractors to complete the works, and complete the following steps.

1. Meet with a Business Help Desk officer and our engineering staff on site to draw up plans of where the installation is required and how you would like it to look. You will then receive a copy of this plan by email or post.
2. Take your plan to one of our preferred contractors, who will discuss any technical compliance questions with the City's engineering staff on your behalf.
3. Once the works are complete, the contractor will notify the City, who will issue an invoice for payment.
4. Once payment is received, you will receive your permit in the post.

I confirm I have read the guidelines and Code of Practice and I agree to comply with them

**I confirm I have submitted a current Certificate of Currency for Public Liability Insurance for a minimum of \$10M with this application**

### APPLICATION FEES

New \$86 - There is a one-off fee for all new applications, (not applicable if you are transferring a business).

**OR**

Transfer \$86 - Applicants transferring a business will only pay a transfer fee.

### ANNUAL FEES

Outdoor dining permits are valid until June 30 of each financial year, after which you will receive an annual renewal letter. Reduced fees apply to applications lodged after June 1.

Item		Rate (\$)	Number of Chairs / Tables
Chairs (cost per item)	CBD	\$68 (per chair/seated person)	
	Non CBD	\$53 (per chair/seated person)	