

# Registering or sale of a prescribed accommodation business



## REGISTERING OR SALE OF 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 the Environmental Health Unit on **1300 002 642** or [health@bendigo.vic.gov.au](mailto:health@bendigo.vic.gov.au)

### Registering a new business

Prescribed accommodation

### Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 4 - Register an accommodation business

### Sale of a business

Prescribed accommodation

### Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 2 - Consent to release form
- Section 4 - Register an accommodation business

Have you sought the relevant approval(s) from other relevant departments at the City of Greater Bendigo:

- **Planning**     Yes     No
- **Building**     Yes     No
- **Local laws**     Yes     No

For further information please browse through [www.bendigo.vic.gov.au/building-and-business/business/resources-new-businesses](http://www.bendigo.vic.gov.au/building-and-business/business/resources-new-businesses) to make yourself familiar with the relevant requirements in relation to your proposed business application request.

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## LODGING YOUR APPLICATION

### By email

Environmental Health Unit:  
[health@bendigo.vic.gov.au](mailto: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

Environmental Health Unit  
City of Greater Bendigo  
PO Box 733  
BENDIGO 3552

*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.

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

## Complete section A or B and contact person details

### SECTION A - Required for businesses who wish to operate under a company name (\*a trust can not be used)

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

##### 1. Licensee/Proprietor

##### 2. Licensee/Proprietor

Surname: .....

.....

First name (s): .....

.....

Licensee mailing address: .....

.....

.....

.....

Phone number (s): .....

.....

Email: .....

.....

#### Contact person at business

*(in regards to business enquires/inspections)*

##### 1. Contact person details

##### 2. Contact person details

Surname: .....

.....

First name (s): .....

.....

Address: .....

.....

Phone number (s): .....

.....

Email: .....

.....

# 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: .....

## 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 - One-off fee for all new applications.

**OR**

Transfer \$381.60 - One-off fee if buying an existing registered business.

*(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.