

GUIDELINES FOR BED AND BREAKFAST ESTABLISHMENTS



TOWN PLANNING

A Bed and Breakfast does not require a Planning Permit when the accommodation forms part of a house and a maximum of 6 people are accommodated away from their normal place of residence.

Should the Bed and Breakfast business accommodate more than 6 people, or accommodate people in self-contained units away from the main dwelling (as they often do), a Planning Permit is required.

Council uses its "Tourist Facilities Policy" in assessing town planning applications of this type. The Policy also sets out information that is required in order for council to properly assess an application.



PUBLIC HEALTH & WELLBEING ACT 2008

Prescribed Accommodation – requires registration with Council unless:

- (a) It is a house or self-contained flat under the exclusive occupation of the occupier; or
- (b) Is a premises in which, other than the family of the proprietor, not more than 5 persons are accommodated.



FOOD ACT 1984

Food Premises – any premises that sells food is required to be registered with Council.

Note: “Food provided as part of the accommodation for an inclusive charge is deemed to be a sale of food”.

There are different classes of food premises, eg –

- Class 4 – sale/storage of prepackaged food only
- Class 2 or 3 – sale/storage of food that has to be prepared/cooked in some way and is potentially hazardous.

Contact Council’s Environmental Health Officer for assistance and advice on Food and Prescribed Accommodation issues.



SIGNAGE

- (a) Identification signage at your premises is governed by the Town Planning Scheme, ie
- up to 0.2m² in size - No Planning Permit required
 - greater than 0.2m² in size - Planning Permit required
- (b) Directional/tourist signage – arranged with Council’s Engineering Department. Applicant to fund – see attached details.

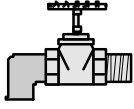


BUILDING REQUIREMENTS

- (a) If a residential accommodation building has a floor area > 300m² or
- (b) Accommodates 12 or more persons, then the building will need to comply with Class 3 Type Building construction, e.g.
- Fire ratings between bedrooms and passageways
 - Fire extinguishers/emergency lighting etc.

Note: Most domestic dwellings have been built to Class 1 construction standards. A hard wired or battery operated Smoke Alarm in good working order must be installed in accordance with the Building Code of Australia

Please contact the Building Department for advice in this regard.



WASTE WATER TREATMENT AND DISPOSAL

Environment Protection Act 1970 – unsewered areas – Council’s Environmental Health Officer would need to assess the adequacy of the existing/proposed septic tank system/waste water system – given increased loading etc.

An assessment/approval of any new/altered systems required may need to be supported by soil absorption test information and / or A Land Capability Assessment report.

Please contact the 03 5755 0555 for further information or advice



APPLICATION FOR TOURIST SIGNAGE

(Before completing this application, please read Section 6 and 7 of the Tourist Signage Guidelines)

Name of Applicant: _____

Address: _____

Phone: _____ Fax: _____

Name of Establishment: _____

Address of Establishment: _____

Location/s of proposed sign/s: _____

Briefly describe the nature and operation of your business: _____

Hours and days of operation: _____

After examination of the criteria for tourist signing, do you believe that you meet:

1. Essential Criteria: _____

2. Specific Criteria (if applicable) _____

Are there other tourism facilities in the vicinity that could benefit from a group signing scheme? _____

Are there any existing signs that will become redundant and/or could be removed if new signs are approved? _____

Please append the following information in support of your application:

- Map/s of proposed signing location/s;
- Photograph/s of existing signs at proposed location/s;
- Proposed sign wording (minimum number of words);
- Record of visitor numbers (if available);
- Relevant licences and approvals to operate as an establishment, including original town; planning permit and any subsequent amendments;
- An outline of your promotional plan, including examples of any existing materials;
- Details of an on site signing at your business; and
- Evidence of prior consultation with the Signing Officer and/or Tourism Manager/Officer.

With all sections completed and with the relevant support material attached, please submit this application to the tourist signing contact at Alpine shire. Failure to supply all necessary information will delay the assessment of this application.