

Accommodation Based Businesses

Planning and permits for accommodation providers

What you need to know before opening your business

There are many types of accommodation businesses from motels, caravan parks and seasonal accommodation. The following will provide an overview of what permits and registrations you may need for your business.

There are several regulatory permits you might need from Council:

- planning permit
- building permit
- food act registration
- liquor licensing

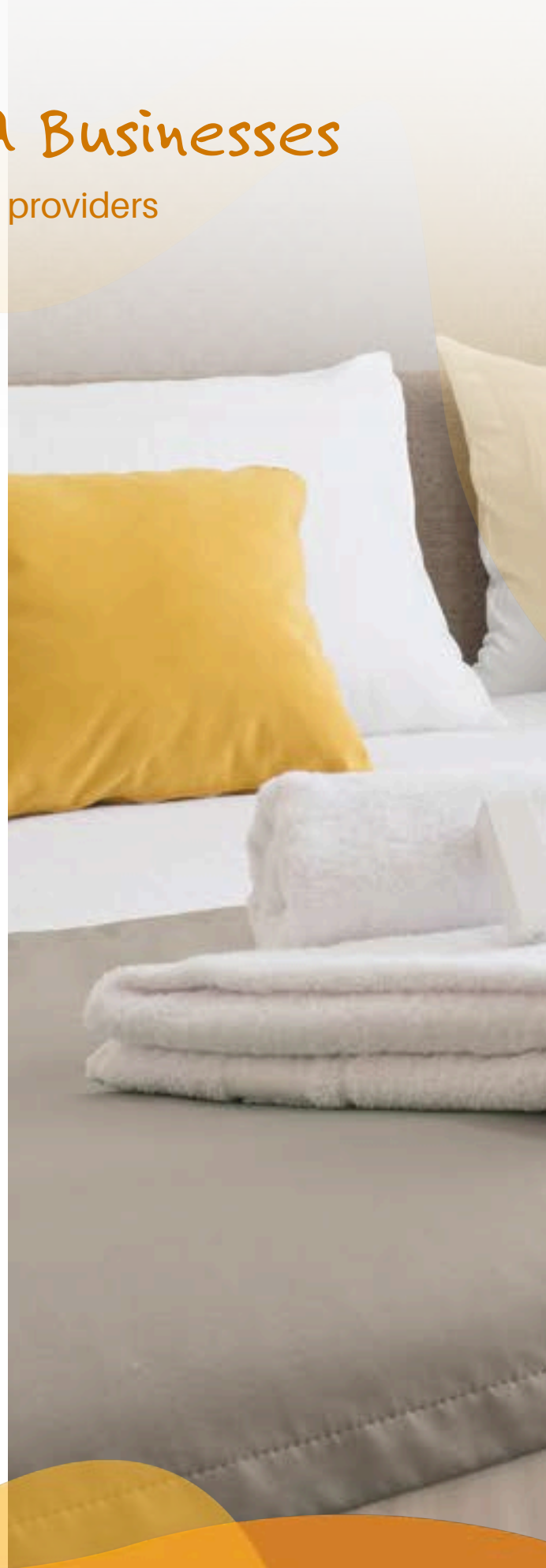
Other approvals might need to be obtained from Council regarding parking and traffic restrictions.

Registration and Permits

In our region, all accommodation businesses must be registered with Council and follow regulations to help minimise health risks. Under the Public Health and Wellbeing Act 2008 you must register the place of business (premises) where you provide accommodation.

Accommodation providers include:

- hotels and motels
- hostels or backpackers
- seasonal workers accommodation
- farm stays or holiday camps (including glamping)



Scan to complete questionnaire!

The Process:

STEP 1: DO YOUR RESEARCH

Before submitting an application, please ensure that you are familiar with the requirements of operating a accommodation based business, including:

- How you will meet the regulations
- What registration is required.

STEP 2: GATHER SUPPORTING DOCUMENTS

Your application will need to include a floorplan (where applicable) showing:

- hand wash basin(s)
- shelves, benches and tables
- ventilation
- clinical and related waste disposal

STEP 3: COMPLETE THE QUESTIONNAIRE

To complete the online business questionnaire, visit <https://forms.swanhill.vic.gov.au/bpt/>

STEP 4: COUNCIL ASSESSMENT

After your application is received, all documentation is reviewed internally by Council. Depending on the complexity of your application, you may be invited to a face-to-face 'pre-application' with relevant Council departments. Council will advise which permits you will need for your business.

STEP 5: OUTCOME

You will be provided with a copy of the outcome of your permit and/or registration application(s). Once you have been issued with the correct permits for your business you can start operating.

STEP 6: ONGOING SUPPORT

Stay in touch with Council for ongoing business support.



For More Information

Get in touch with us to discuss your business needs today:

- 📞 03 5036 2333
- ✉ ecodev@swanhill.vic.gov.au
- 🌐 <https://www.swanhill.vic.gov.au/business/start-or-expand-your-business/>



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questionnaire!