

**NEW PRESCRIBED ACCOMMODATION PREMISES PRE APPLICATION FORM**

Please complete this form including all details relating to the operation of your business. Once complete, please return to Council's Community Health team by mail at PO Box 156 Ringwood, Victoria 3134 or via e-mail at [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

If you have any queries, please contact Council's Community Health team on 1300 88 22 33.

**LOCATION OF PREMISES**

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**PROPRIETOR DETAILS**

Primary Contact Person		Phone No:	
Business Trading Name			
Proprietor/Company			
Business Postal Address			
	Suburb	State:	Postcode:
Business Phone		Business Mobile	
Business Email			
Proposed Trading Date			

**Pre-Application Fee (Please tick which is applicable to your business)**

<b>Prescribed Accommodation –</b> <i>Hotel / Motel / Residential / Hostel / Holiday Camp / Student Dormitory (select one)</i>	<b>\$223</b>
<i>Number of beds</i>	
<b>Rooming House</b>	<b>\$223</b>
<i>Number of bedrooms</i>	
<i>Number of beds</i>	

**Before we process your application, we require the following:**

- Completed New Prescribed Accommodation Premises Pre-Application Form
- Payment of Pre-Application Fee (*invoice will be issued to nominated email address once form has been received and processed by Council's Community Health team*)
- Copy of Plans

**Privacy Statement**

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 1300 88 22 33 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)

**The pre-application is only valid for 12 months from date of submission.**