

DEFINITION

“Bed & Breakfast” refers to any building or structure, where provision is made for lodging or boarding of six (6) or less persons, exclusive of the family of the keeper thereof, for hire or reward.

Please note that a Bed and Breakfast is limited to lodging or boarding six (6) or less people. Anyone wishing to lodge or board more than six (6) people must meet the City of Rockingham’s requirements for a Lodging House.

Procedure to apply for Bed and Breakfast approval from the City of Rockingham:-

1. Planning Services

An application for Planning Approval must be submitted to the City’s Planning Services, which should include the following:-

- (a) ‘Application for Approval’ form, signed by the owner of the subject land;
- (b) A written submission describing the proposal and giving reason for support;
- (c) Detailed site plan showing existing and proposed car parking;
- (d) Detailed house plan indicating which bedroom(s) are to be used for the Bed and Breakfast accommodation;
- (e) Where possible, letters of no objection to the proposal from owners of adjoining properties and owners of property directly opposite;
- (f) Please note that Planning Services Fees apply.

For any further detail concerning this section and to obtain a copy of the City’s Planning Policy 3.3.2 - Bed and Breakfast Accommodation, please contact the City’s Planning Services on 9528 0333.

2. Building Services

The City’s Building Services will require the following:-

- (a) Details of any proposed signage together with an application for a sign licence - “Application for Approval” - Sign Licence Section.
Please note that any proposed advertising sign shall not exceed 0.2m² in area and cannot be illuminated without prior approval from the City and must be located within the confines of the lot.
- (b) A smoke alarm system and lighting to assist evacuation shall be installed within the Bed and Breakfast dwelling so as to comply with clause 3.7.2.4 and 3.7.2.5, Volume 2 of the Building Code of Australia 2005.
- (c) Fire extinguishers and fire blankets shall be provided to the satisfaction of the Manager, Building Services.

For any further information or assistance on this Section, please contact the City’s Building Services on 9528 0333.

3. Health Services

The City's Health Services will require the following:-

- (a) Form of Application for Registration as a Bed and Breakfast - Form 2A to be completed by the applicant.
- (b) All Bed and Breakfasts shall comply with the provisions of the Health Act 1911 (as amended) and the Food Act 2008, which includes the following:-
 - Separate shower, water closet compartment and hand basin to be provided where practical;
 - Room sizes in accordance with the Health Act 1911 (i.e. 14m³ per person);
 - Hygiene standard of premises to be acceptable before approval given, and
 - Food preparation areas to comply with "Guidelines for the Preparation of Foods in Residential Premises for Bed and Breakfast".
- (c) If the dwelling is serviced by a septic tank disposal system, upgrading to current standards may be required.
- (d) If there is a pool or spa on the property, approval from the Executive Director of Public Health at the Department of Health (WA) is required under the Health (Aquatic Facilities) Regulations 2007, before guests are able to utilise these facilities.
- (e) Food Premises Notification Form to be completed by the applicant.
- (f) Food Act 2008 - Application for a Registration Certificate form to be completed by the applicant.
- (g) Please note that Health Services Fees apply.

For any further information or assistance on this section, please contact the City's Health Services on **9528 0315**.

4. Engineering Services

Satisfactory arrangements will need to be made with the City's Engineering Services Department on 9528 0311 or 9528 0333 to ensure additional wastes generated will not create a nuisance by bins being overloaded. Applicants will be encouraged to promote recycling.

Applicants may wish to submit all information to the City of Rockingham at the one time as it is anticipated that this will ensure the approval / refusal procedure is undertaken as quickly as possible.

For further details, please contact:

Health Services
City of Rockingham
PO Box 2142
ROCKINGHAM WA 6168

Telephone: 9528 0315

Email: customer@rockingham.wa.gov.au

Fax: 9592 1705

Webpage: www.rockingham.wa.gov.au

Attachments three (3)

Food Premises Notification Form
Application for a Registration Certificate
Certificate of Electrical Compliance

GUIDELINES FOR THE PREPARATION OF FOOD IN RESIDENTIAL PREMISES FOR BED AND BREAKFAST

The **Food Act 2008** permits the preparation of foods from residential premises for personal gain or reward under certain conditions. The following guidelines have been adopted to ensure that all such activities are treated in a similar manner and to ensure that minimum standards necessary for the protection of public health are maintained.

The minimum conditions applicable in residential premises for the preparation of food for sale are:

- Premises shall be kept in good order and repair and shall be maintained in a clean and hygienic condition at all times.
- The food preparation area must be provided with hot and cold water at all times. A double bowl sink must be available for use and stocked with disposable hand towels and liquid soap at all times.
- Adequate refrigeration to be provided and maintained in good order and repair. All potentially hazardous foods (eggs, meat, dairy products etc.) must be stored at or below 5°C.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. Furthermore, all stored foods must be kept covered at all times.
- Frozen foods must not be defrosted at room temperature. The use of the refrigerator or a microwave is recommended.
- Adequate dry storage shall be provided.
- The premises must be fully sealed to control, and be free of, vermin. Vermin includes rodents.
- No domestic animals to have access into the kitchen.
- Preparation only to take place when children under five (5) years and other persons not employed in the food preparation are excluded from the food preparation area.
- Adequate and hygienic rubbish disposal facilities shall be provided and maintained at all times.
- All food handling shall be in accordance with the **Food Act 2008** and the **Food Standards Code**.
- A basic knowledge of safe food handling principles must be demonstrated (e.g. I'm Alert Food Safety Programme).
- Permission must be given for an Environmental Health Officer to inspect the premises used for food preparation at any reasonable time.

REMEMBER – FOOD SAFETY IS IN YOUR HANDS!!



**APPLICATION FORM -
FOR REGISTRATION OF A BED & BREAKFAST**

To: **Chief Executive Officer
City of Rockingham**

I, _____ hereby make application for the

registration of the premises described hereunder as a bed and breakfast and the entry of my name as the keeper thereof:

Situation of premises: _____

Materials of construction: _____

Maximum number of lodgers to be accommodated: _____

Particulars to be given in Respect of each Room to be used by Lodgers as a Sleeping Apartment	No. of Room	Measurement in Metres, Length, Width, Height	Cubic Capacity in Metres	No. of Boarders

Signature: _____

Address: _____

Date: _____