



# Lodging House Information Sheet

SHIRE OF  
**MANJIMUP**

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To establish and/or run a lodging house within the Shire of Manjimup requires an annual Health Licence in accordance with the Shire of Manjimup Health Local Laws 1998 and the Health (*Miscellaneous Provisions*) Act 1911, as well as Planning approval in accordance with Shire of Manjimup Local Planning Scheme No 4.

The Shire of Manjimup defines a LODGING HOUSE as any establishment that accommodates more than 6 persons and includes any number of accommodation buildings on a single lot; Lodging houses include motels (that do not have a liquor licence), backpacker establishments, dwellings, chalets and rural workers accommodation buildings.

## **Lodging House Establishments must:**

- apply each financial year, (the shire will send an application form);
- pay the application fee required each financial year, (the shire will send an invoice);
- if not on scheme water, provide potable water, which may be sampled annually by the shire environmental health team as part of an ongoing sampling programme. This is included in the licence fee, although additional fees will be incurred should follow up testing be required due to negative results;
- notify the shire of any changes to management, ownership or keeper within 14 days.
- have hard wired smoke alarms in accordance with Building Code of Australia, Part 3.7 Fire Safety, 3.7.2 Smoke Alarms.

## **Management of Lodging Houses**

Lodging houses within the shire have the following management requirements;

### **Lodging Houses with a townsite:**

#### *Single Accommodation Building*

- Restricted to 8 persons at a non deep sewerer accommodation building (inclusive of live in onsite manager);
- Can have an offsite close proximity manager—reside within a 15km radius provided 24 hour phone contact is available;
- Rooms are not to be let independently.

#### *Back Packers*

- Must have continuous onsite/live in manager;
- Provision of multi language written instructions regarding evacuation plan, environmental risks, and emergency contact numbers.

#### *Motels*

- Must have continuous onsite manager.

### **Lodging Houses beyond a townsite:**

#### *Single accommodation building*

- Restricted to 8 persons at a non deep sewerer accommodation building (inclusive of live in onsite manager);
- Can have an offsite close proximity manager who is contactable 24 hours a day and reside within a 15km radius;
- Provision of multi language written instructions regarding evacuation plan, environmental risks, and emergency contact numbers.
- Rooms are not to be let independently.

#### *Multiple accommodation buildings (chalets etc) on a single lot:*

- Must have continuous onsite manager;
- Provision of multi language written instructions regarding evacuation plan, environmental risks, and emergency contact numbers.

*Rural workers Accommodation:*

- Must have continuous onsite manager;
- Provision of multi language written instructions regarding evacuation plan, environmental risks, and emergency contact numbers.

*Motels*

- Must have continuous onsite manager.
- Provision of multi language written instructions regarding evacuation plan, environmental risks, and emergency contact numbers.

**Construction and Facility Requirements**

Dining rooms

- A lodging house shall provide 0.5m<sup>2</sup> per person or 10 square metres of dining room floor area. The dining room shall be adequately furnished to accommodate at any one time, **half the number of lodgers**. The room will have suitable floor covering.

Kitchens

- Kitchens are required to have 0.65m<sup>2</sup> per person, where combined with dining room 1 square metre per person.

Lounge rooms

- A lodging house will provide a lounge room with a floor area of 0.6m<sup>2</sup> per person or when the lounge is combined with a dining room an area of 1.2m<sup>2</sup> per person. The lounge should be adequately furnished to accommodate at any one time **half the number of lodgers**.

Some lodging house buildings may be Classified as Class 1B under the BCA while others will be a Class 3. Consult with **Building Services** to determine.

Class 3 boarding houses, hostels, hotels, motels and guest houses are required to have 15m<sup>2</sup> per person throughout and if accommodating more than 20 persons the building may have requirements to have a **Monitored Smoke Detection System**. Advice should be sought from DFES.

	Kitchens		Laundry units	Bathrooms
	Ovens	4 burner stoves	A washing machine (min 4kg), a 35lt tub and a clothes dryer (or 30 metres line)	A shower or bath a toilet and a washbasin (one set per 10 lodgers) (or 12 if urinal available for males)
Number of Lodgers	Number required			
1-15	1	1	1 of each	1 to 2
16-30	1	2	2 of each	2 to 3
31-45	2	3	3 of each	3 to 4
46-60	2	4	4 of each	4, 5 or 6
Over 60	2	4 (+1 extra ea 15*)	5 of each (+1 ea extra 15*)	6 (+ 1 extra ea 10*)

For further information on **Registration, Construction and Facility Requirements and Management and Care** please obtain a copy of the Shire Of Manjimup Health Local Laws 1998, Part 9, Division 1 Lodging Houses. This is available by phoning Health Services at the Shire or on the Shire's website at <http://www.manjimup.wa.gov.au/your-shire/services/environmental-health>

**Relevant legislation includes;**

- Health (*Miscellaneous Provisions*) Act 1911;
- Shire of Manjimup Health Local Laws 1998—Part 9 Division 1 Lodging Houses;
- Local Planning Scheme No 4;
- Building Act 2011
- Building regulations 2012
- Building Code of Australia



