



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 2020 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, short term hostels, bed and breakfast, 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 AS 3786 and installed on or near the ceiling in every bedroom and in every corridor or hallway associated with a bedroom.

Management of Lodging Houses

Whenever there are one or more lodgers in a lodging house, a Keeper or Manager shall-

- Reside continuously in the lodging house; and
- Not be absent from the lodging house unless she or he arranges for a reputable person to have the care and management of the lodging house.

Construction and Facility Requirements

Dining rooms

- A lodging house shall provide 0.5m² 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 0.65m² 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 0.6m² per person or when the lounge is combined with a dining room an area of 1.2m² 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 15m² 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