




City of Perth



**LODGING HOUSE
GUIDELINES**
For owners, operators, builders
and designers

City of Perth

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INTRODUCTION

These guidelines have been produced to guide owners, keepers, architects and builders on how to comply with the structural, equipment, maintenance and local requirements for lodging houses.

The guide is an introduction to typical lodging house construction only. The guide does not outline all specific statutory requirements. For more comprehensive information relating to statutory requirements, applicants should refer to the Health (Miscellaneous Provisions) Act 1911 the City of Perth Health Local Laws, and the Building Code of Australia (BCA).

In general terms, a lodging house should be constructed to ensure it is:

1. Comfortable - provided with sufficient lighting and ventilation, complies with the approved maximum number of lodgers to prevent overcrowding.
2. Provided with the basic facilities such as a functional and well maintained kitchen, bathroom(s), laundry units, toilet(s), lounge, dining area(s) and hot and cold water.
3. Safe and hygienic - approved fire safety measures, emergency evacuation procedures are to be in place (ie hard wired smoke detectors, illuminated exit signs and emergency evacuation procedures in each room), and ensure that the general state of cleanliness is aesthetically satisfactory.

The City's Health and Activity Approvals Services Section is to be advised of a sale or transfer of an existing Lodging House so that a revised Certificate can be issued. In addition, it is advised that the City can revoke the registration of a Lodging House in the case of non-compliance and or failure to comply with written directions. Managers/Keepers must keep an up to date Register of Lodgers with all details to be available for inspections or investigation upon request by an Environmental Health Officer, or the Police.

Should you require clarification or more specific details regarding your application please contact:

- The City of Perth Health and Activity Approvals Section – for approvals and Health (Public Building) Regulation enquiries; or
- The City of Perth Building Section – for BCA specific enquiries.

It is important that you read through the Steps for Public Building Approval on the following page. A public building requires further application forms to be submitted upon the completion building works. A final inspection must be conducted by an Environmental Health Officer and a Certificate of Approval issued by the City prior to a public building being used.

1.0 WHAT IS A LODGING HOUSE?

1.1 Definitions

The term **“lodging house”** is defined in the *Health (Miscellaneous Provisions) Act 1911* as any premises in which provision is made for more than 6 persons to reside, for hire or reward. This does not include the keeper or his/her family who may reside with the other lodgers. Lodging houses include serviced apartments and short term hostels but do not include:

- (a) Hotel premises licensed under the Liquor Control Act 1988;
- (b) Premises used as a boarding school approved under the School Education Act 1999 (need to check with the Department of Education – usually limited to primary and secondary schools)
- (c) The requirements do not bind the Crown, but does bind private companies operating on Crown Land.

If your type of use is not listed and you are unsure if it is a public building please contact the City’s Health and Activity Approvals Services.

“Keeper” means a person whose name appears on the register of keepers, in respect of a lodging house, as the keeper of that lodging house.

“Lodger” means a person who obtains, for hire or reward, board or lodging in a lodging house.

“Manager” means a person duly appointed by the keeper to reside in, and have the care, management and legal responsibility of a lodging house.

“Register of Lodgers” means the register kept in accordance with the Health Act. **“Resident”** means a person, other than a lodger, who resides in lodging house.

“Serviced Apartment” means a lodging house in which each sleeping apartment, or group of sleeping apartments in common occupancy, is provided with its own sanitary conveniences and may have its own cooking facilities.

“Short Term Hotel” means a lodging house where the period of occupancy of any lodger is not more than 14 consecutive days and includes youth hostels and backpacker hostels.

“Night Shelter” means a house used or intended to be used for the lodging or board of persons who require aid or relief.

“Bed” means a single sleeping berth only. A double bed provided for the use of couples, shall have the same floor space requirements as two single beds.

“Bunk” means a sleeping berth comprising one of two arranged vertically.

“Dormitory” means a building or room utilised for sleeping purposes at a short term hostel.

2.0 WHAT APPROVALS DO I NEED TO OPERATE A LODGING HOUSE

2.1 Development Approval – the City’s Planning Services

This is the first step you need to clear in the process of setting up a lodging house.

Before committing to leasing a building ensure that you check with the landlord and the City of Perth that the prospective building has approval to be used as a lodging house. If it does not have development approval to be used as a lodging house a ‘change of use’ will be required. This may take up to 6 weeks, upon the City receiving all of the necessary information from you.

Also many buildings within the City have some historic importance and therefore it is necessary to determine if the chosen premises is heritage listed before alterations are made.

Contact Planning / Approval Services on 08-9461-3366.

2.2 Building Permit – the City’s Building Services

This is the second step you need to clear in the process of setting up a lodging house.

Once planning approval has been obtained, you will require a **Building Permit** prior to commencing any construction and fit-out works. The Plans that you submit with your building permit application will need to demonstrate compliance with the BCA and with the Health Local Law requirements for Lodging Houses. **To prevent lengthy delays and incurring additional drafting costs, it is imperative that you provide a copy of this guide to your appointed builder/building certifier etc. If you do not, it is likely that the specific lodging house requirements will be overlooked, resulting in delays with your approval.**

Your Building Permit application will be assessed by one of the City’s Building Surveyors and Environmental Health Officers to ensure compliance with the respective legislation. Your Building Permit may not be issued until both legislative requirements have been satisfied.

Dependent on the property selected it is highly likely that a Building Permit will be required, particularly if the following is to occur:

- Structural alterations to the building;
- Change of building classification (e.g. from an class 1a building to a class 1b or class 3 building), under the Building Code of Australia (BCA).

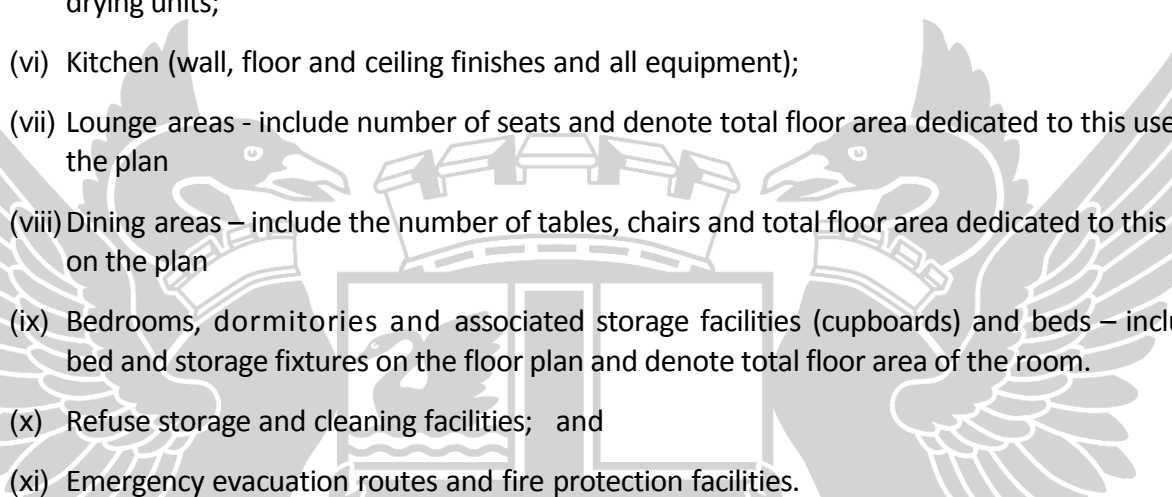
Contact Building / Approval Services on 9461-3366.

2.3 Environmental Health Services

This is the final and most critical stage of setting up a lodging house.

Before setting up a lodging house you will need to obtain an *“Approval to commence construction /fit-out of a lodging house”*

To obtain an *“Approval to commence construction /fit-out of a lodging house”* you will need to complete the online food business application form and submit plans that meet the following criteria (no need to resubmit if provided with the Building Permit):

- 
- (i) Floor plan to scale (i.e.1: 50)
 - (ii) Cross sectional elevations, including height above floor level dimensions of kitchen facilities and dormitories
 - (iii) Bathrooms – include number of bathroom units for each sex
 - (iv) Toilets – include the number of toilets for each sex
 - (v) Laundries – include location and number of washing machines, laundry troughs and clothes drying units;
 - (vi) Kitchen (wall, floor and ceiling finishes and all equipment);
 - (vii) Lounge areas - include number of seats and denote total floor area dedicated to this use on the plan
 - (viii) Dining areas – include the number of tables, chairs and total floor area dedicated to this use on the plan
 - (ix) Bedrooms, dormitories and associated storage facilities (cupboards) and beds – include bed and storage fixtures on the floor plan and denote total floor area of the room.
 - (x) Refuse storage and cleaning facilities; and
 - (xi) Emergency evacuation routes and fire protection facilities.

In addition, the application is to be accompanied by a waste management plan if not already provided as part of the development approval. A waste management plan that complies with the City's Waste Guidelines for Developments Waste Guidelines - search 'waste guidelines' on the City's website.

Your shop-fitter, draftsman or architect should be able to assist you with plans.

NOTE: Submitted plans must be of a high quality that clearly shows all of the above details. This will help the City's Environmental Health Services assess the plans and approve the premises quicker which is time beneficial for both you and the City.

2.4 Post-construction Certification Requirements

The building is not to be occupied until the following certification is issued by the City:

- 3.3.1 '*Occupancy Permit*' – this permit is issued by the City's Building Surveyors and confirms that appropriate evidence that the building complies with the Building Act 2008 and BCA has been achieved.
- 3.3.2 '*Certificate of Lodging House Registration*' – this certificate is issued by the City's Environmental Health Officers and confirms that an Environmental Health Officer has conducted an inspection of the building. From the inspection, the Environmental Health Officer calculates the maximum number of rooms and lodgers that the building can accommodate at any one time.

To obtain a Certificate of Lodging House Registration the applicant needs to complete an online inspection request.

3.0 LODGING HOUSE DESIGN ELEMENTS

3.1 Sanitary provisions

The minimum number of sanitary facilities required for lodgers is to be in accordance with Table F2.1 of the Building Code of Australia, as a Class 3 building. **In general, this describes a minimum of one (1) facility (water closet, bath or shower and hand basin) per ten (10) lodgers for each gender. However, if one urinal is provided for each 25 males up to 50 and one additional urinal for each additional 50 males or parts thereof, one closet pan for each 12 males may be provided.**

A bathroom or toilet which is used as a private bathroom or toilet to the exclusion of other lodgers or residents is excluded from the above calculation.

Each bath, shower and hand wash basin is to be provided with an adequate supply of hot and cold water.

3.2 Laundry provisions

One laundry unit is required for every 15 lodgers.

One laundry unit consists of:

- (a) either:
 - (i) two wash troughs; or
 - (ii) a washing machine and either a wash trough or a sink; and
- (b) a clothes drying facility being either an electric clothes dryer or not less than 20 metres of clothes line erected externally.

The trough, sink and washing machine are to be provided with an adequate supply of hot and cold water. Laundry room to be efficiently ventilated – mechanically or permanent fixed ventilation openings in glazing.

3.3 Kitchen Facilities

There are two classifications of kitchen for lodging houses – Type A and Type B.

3.3.1 Classifications

Type A applies to lodging house kitchens (including storage areas) where meals will be prepared for lodgers and/or the public. This kitchen is to be designed and constructed strictly in accordance with the Food Act 2008. This type will need to be registered as a Food Business and hence must comply with all requirements contained within clause 2.4 of this Guide.

Type B is a lesser standard of fit-out that applies to lodging house kitchens where meals are prepared by lodgers only. This type of kitchen does not need to be registered as a Food Business and as such the kitchen does not need to meet full commercial kitchen requirements under the Food Act 2008. That said, applicants are encouraged to apply as many of the design principles presented in this section of the Guide, to ensure that the facility use highly durable, functional and easy to keep clean.

3.3.2 Applicable to Type A and Type B kitchens

A kitchen is to be provided that achieves the following:

- (a) has a minimum floor area -
 - (i) where lodgers prepare their own meals of 0.65 square metres per person;
 - (ii) where meals are provided by the keeper or manager of 0.125 square metres per person;and
- (iii) where a kitchen and dining room are combined of 1 square metre per person;

provided that the minimum floor area is not less than 16 square metres in any of the above situations in accordance with the City of Perth Health Local Laws:

- (b) has adequate:
 - (i) food storage facilities and cupboards to prevent contamination of food, or cooking or eating utensils, by dirt, dust, flies (provide a fly zapper, and flyscreens to windows) or vectors of disease of any kind; and
 - (ii) refrigerator space for storage of perishable goods – fridge to be set on 4 degrees Celsius (provide thermometer), fridges to be provided with castors or wheels to aid cleaning under it;
- (c) complies with the structural finishes (such as extraction canopy over stoves), fittings and fixtures requirement of the Food Act 2008, Food Regulations 2009 and the Australia New Zealand Food Standards Code Food Safety Standard 3.2.3 – Food Premises and Equipment (FSS 3.2.3). The additional following information may be useful when designing the food preparation facilities (follow the FSS 3.2.3 headings which match the ones below).

Your design must aim to:

- Exclude locations that may allow harbourage to vermin by such measures as eliminating cavities, cracks and crevices.
- Facilitate easy cleaning by measures such as providing open access to all surfaces where grease and dust may accumulate and ensuring that all surfaces are durable, smooth, impervious and washable.
- Allow the flow of food in one direction, from receipt, to storage, to preparation, to packing/serving/dispatch incorporating in the design process, provision for safe food handling practices so that the risk of contamination is minimised.

TYPE B – Minimum number of cooking facilities where lodgers prepare own meals

NO. OF LODGERS	OVENS	4 BURNER STOVES
1 - 15	1	1
16 -30	1	2
31 -45	2	3
46 - 60	2	4
Over 60	2	4+1 for each additional 15 lodgers (or part thereof) over 60

3.3.3 Applicable to Type A kitchens

a) Water Supply

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 4	<p>The water supply must be:</p> <ul style="list-style-type: none"> ▪ Provided in an adequate quantity; ▪ Potable; and ▪ Of an appropriate temperature. <p>The water supply for mobile food vehicles must be:</p> <ul style="list-style-type: none"> ▪ Of a minimum 25 litres (used solely for cleaning purposes). 	<ul style="list-style-type: none"> ▪ Hot water system installed in adequate capacity for the activities occurring at the premises ▪ Council water supply

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b) Sewage and Waste Water Disposal

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 5	<p>The premises must have a sewage and waste water disposal system which:</p> <ul style="list-style-type: none"> ▪ Effectively disposes of all sewage and wastewater; and ▪ Is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food. <p><u>Food transport vehicles:</u></p> <ul style="list-style-type: none"> ▪ Where there is no connection to mains sewer, temporary holding tanks must be installed with 50 litres capacity. 	<ul style="list-style-type: none"> ▪ Connection to deep sewer ▪ Contact the Water Corporation for information regarding grease traps. The City of Perth does not process these applications. ▪ Trade waste agreement required

c) Storage of Garbage and Recyclable Matter

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 6	<p>The premises must have waste facilities that:</p> <ul style="list-style-type: none"> ▪ Adequately contain the quantity and type of waste and recyclable matter; ▪ Are enclosed, as to not allow access to pests and animals; and ▪ Are designed and constructed to be easily and effectively cleaned. 	<ul style="list-style-type: none"> ▪ If required by Council, a suitable enclosure for storage and cleaning of receptacles supplied with a tap connected to a water supply ▪ Refuse containers serviced by appropriate contractor. ▪ Fats and oils must be stored in leak proof containers and regularly collected by a waste removal contractor. ▪ Easy access to allow for removal of bins. ▪ Bins in food preparation areas should be located where cross contamination will not occur. They should be provided with a plastic liner and lid. These bins should be cleaned and sanitised regularly.

d) Ventilation

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 7	<p>Ventilation throughout the premises must:</p> <ul style="list-style-type: none"> ▪ Be sufficient and easily and effectively cleaned; and ▪ Effectively remove fumes, smoke, steam and vapours, so as not to cause environmental nuisance. <p>Mechanical exhaust ventilation system to be designed, constructed and installed in accordance with AS 1668 Part 2 (2002).</p>	<p>Mechanical ventilation to be installed for:</p> <ul style="list-style-type: none"> ▪ Cooking equipment where electrical input exceeds 8kW; ▪ Cooking equipment where gas input exceeds 29MJ/h; and ▪ All deep fryers. <p>(Written certification is required to verify that system meets performance criteria)</p>

e) Lighting

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 2 Clause 8	<p>The premises must:</p> <ul style="list-style-type: none"> ▪ Be sufficiently provided with light; and ▪ Light fittings must be easily and effectively cleaned, unable to provide harbourage for pests and constructed to protect food from contamination. 	<ul style="list-style-type: none"> ▪ Natural light ▪ Artificial—recessed and diffuser ▪ Artificial—ceiling mounted and diffuser Light fittings are to be provided with protective plastic covers or sleeves to prevent contamination of food with broken glass.

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f) Floors

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 10	<p>Floors must be:</p> <ul style="list-style-type: none"> ▪ Constructed appropriately for the activities being carried out within the premises; ▪ Impervious and easily and effectively cleaned; ▪ Laid in a manner so that pooling or ponding of water cannot occur; and ▪ Unable to provide harbourage for pests. ▪ Where floor is subject to heavy washing floor wastes should be provided. 	<ul style="list-style-type: none"> ▪ Ceramic tiles ▪ Coving provided ▪ Concrete and epoxy layer ▪ Commercial grade continuous vinyl ▪ Treated concrete ▪ Flooring materials in light colour

g) Walls

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p>Walls must be:</p> <ul style="list-style-type: none"> ▪ Provided to protect food from contamination; ▪ Constructed appropriately for the activities being carried out within the premises; ▪ Sealed to prevent entry of dirt, dust, pests and vermin; ▪ Unable to provide harbourage for pests; ▪ Impervious; and ▪ Easily and effectively cleaned. ▪ Flush with no panels 	<ul style="list-style-type: none"> ▪ Ceramic tiles ▪ Gloss painted fibre cement sheeting ▪ Impervious panelling ▪ Smooth finish provided ▪ Splashbacks provided to sinks and benches ▪ Heat resistant material behind cooking equipment ▪ Light coloured paint

h) Ceilings

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 3 Clause 11	<p>Ceilings must be:</p> <ul style="list-style-type: none"> ▪ Provided to protect food from contamination; ▪ Constructed appropriately for the activities being carried out within the premises; ▪ Sealed to prevent entry of dirt, dust, pests and vermin; ▪ Unable to provide harbourage for pests; ▪ Impervious; and ▪ Easily and effectively cleaned. 	<ul style="list-style-type: none"> ▪ Gloss painted fibre cement sheeting ▪ Impervious panelling ▪ Smooth finish ▪ Solid, continuous construction <p>NOTE: Drop-in panel ceilings will not be approved in kitchens and food preparation areas.</p>

i) Fittings and Fixtures General

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	<p>Fixtures and fittings are to be adequate for the production of safe food and fit for the intended use.</p> <p>Fixtures and fittings should be designed and constructed so that:</p> <ul style="list-style-type: none"> ▪ There is no likelihood of causing food contamination; ▪ The fixtures and fittings and adjacent floors, walls and ceilings are able to be easily and effectively cleaned; and ▪ They are unable to provide harbourage for pests. <p>Food contact surfaces must be:</p> <ul style="list-style-type: none"> ▪ Able to be easily and effectively cleaned and sanitised; ▪ Impervious; and ▪ Made of material that will not contaminate the food. 	<p>Fixtures, fittings, shelving and equipment should:</p> <ul style="list-style-type: none"> ▪ Be able to be easily moved ▪ Have castors fitted and flexible connections ▪ Have 150mm legs and clear of walls ▪ Be sealed to plinth, surfaces, floor and adjacent surfaces ▪ Have 75mm above bench and clear of the wall ▪ Not have false backs or bottoms ▪ Food contact surfaces of stainless steel. ▪ Pipes, ducts, fitting and fixtures should be concealed in the wall, floor or ceiling.

j) **Washing Facilities**

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 12	Cooking Equipment and eating/drinking utensils must be able to be easily and effectively cleaned and sanitised.	<ul style="list-style-type: none"> ▪ Double bowl sink for utensil and equipment washing OR ▪ Single bowl sink and commercial dishwasher AND ▪ Separate sink for fruit and vegetable washing AND ▪ Glass washer

k) **Handwashing Facilities**

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 14	<p>A food premises must have a designated hand wash basin that is;</p> <ul style="list-style-type: none"> ▪ A permanent fixture; ▪ Located in an easily accessible location for all food handlers; ▪ Within immediate area where food handlers work; ▪ Adjacent to the toilets or toilet cubicles at the food premises (if any); ▪ Connected to or provided with a supply of warm running potable water (between 22°C and 48°C); ▪ Supplied with warm and cold water through a common spout; ▪ Of a size which allows easy and effective hand washing; ▪ Supplied with paper towels, soap and a waste container; and ▪ Connected to sewer. 	<ul style="list-style-type: none"> ▪ Minimum 11 litre capacity basin provided in area where food handlers are working ▪ Minimum 11 litre capacity basin provided adjacent to toilet facilities ▪ Each hand basin must be supplied with soap, paper towels and a waste container ▪ Hand Basins connected to sewer

l) Hot and Cold Food Storage and Display

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 3 Clause 6 & 8	<p>During storage and display, food must be;</p> <ul style="list-style-type: none"> ▪ Protected from the likelihood of contamination; and ▪ Under appropriate temperature control. <p>Storage and display areas and containers must be capable of being easily and effectively cleaned.</p>	<ul style="list-style-type: none"> ▪ Hot display unit minimum of 60°C ▪ Cold display Unit/Cool Room maximum of 5°C ▪ Freezer units maximum -15°C and food must remain frozen ▪ Sneeze barriers

m) Coolrooms / Freezers

Installation of a walk-in coolroom or freezer requires a building permit.

- Floor is to be graded and drained to a floor waste located outside the coolroom.
- All racks and shelves should be of smooth, non-absorbent, easily cleanable, non-corrosive material.
- Coolroom and freezer condensates should discharge to a drainage system located outside the coolroom/freezer (i.e. tundish).
- A thermometer indicating temperature within +/- 1° C is required.
- Inaccessible cavities should be filled with fibreglass wool and sealed.
- All doors are:
 - fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air when the door is closed, and the seal must be kept clean and in good repair
 - be capable of being opened from the inside at all times.
- Should the coolroom be externally accessed it may only be utilised for bulk storage where food is fully enclosed within packaging material.
- Alarm to be provided on outside of coolroom but controlled only from the inside of the coolroom (BCA requirement).
- Internal lighting controlled by a switch located adjacent to the entrance doorway (BCA requirement).
- All coolroom motors and compressors should be located outside the premises if possible.

n) Storage Facilities

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.3 Division 4 Clause 15	<p>Adequate storage facilities must be provided for items that are likely to contaminate food, including;</p> <ul style="list-style-type: none"> ▪ Chemicals; ▪ Clothing; and ▪ Personal belongings. <p>Storage facilities should be located where there is no likelihood of the above items contaminating food or food contact surfaces</p>	<ul style="list-style-type: none"> ▪ Separated staff room ▪ Clearly designated room, shelf or cupboard for staff items ▪ Clearly designated chemical/cleaning items storage room, shelf or cupboard.

o) Temperature measuring

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 6 Clause 22	<p>A food premises must have a temperature measure device that can accurately measure the temperature of potentially hazardous food to +/- 1°C.</p>	<ul style="list-style-type: none"> ▪ Thermostat and gauge provided on all units; AND ▪ Single mobile device per premises (i.e. Probe thermometer)

p) Cleaning and Sanitising

Relevant Food Safety Standard	Performance Criteria	Acceptable Solutions
FSS 3.2.2 Division 5 Clause 20	<p>All equipment and utensils must be kept in a clean and sanitary state.</p> <p>Heat and/or chemicals must be applied to equipment and utensils so that the number of micro-organisms on the surface has been reduced to a level that;</p> <ul style="list-style-type: none"> ▪ Does not compromise the safety of the food which it may come in contact with; and ▪ Does not permit the transmission of infectious disease. 	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> ▪ Sink (water at 54°C and detergent); ▪ Dishwasher (water at 75°C or water at 54°C and detergent); ▪ Glass washer (water at 54°C and detergent). <p><u>Sanitising</u></p> <ul style="list-style-type: none"> ▪ Chemical sanitizer ▪ Water at 77°C for hot water sanitising at the sink ▪ Rinsing compartment should be provided with heating elements capable of maintaining the water at a minimum temperature of 77°C.

3.4.4 Dining Rooms

A dining room is to:

- (a) be located in close proximity to, or combined with the kitchen;
- (b) have a floor area of which is not less than the greater of;
 - (i) 0.5 square metres per person; and
 - (ii) 10 square metres; and
- (c) adequately furnished to accommodate, at any one time, half the number of lodgers; and
- (d) provided with a suitable floor covering that is easily cleanable.

3.4.5 Lounge Rooms

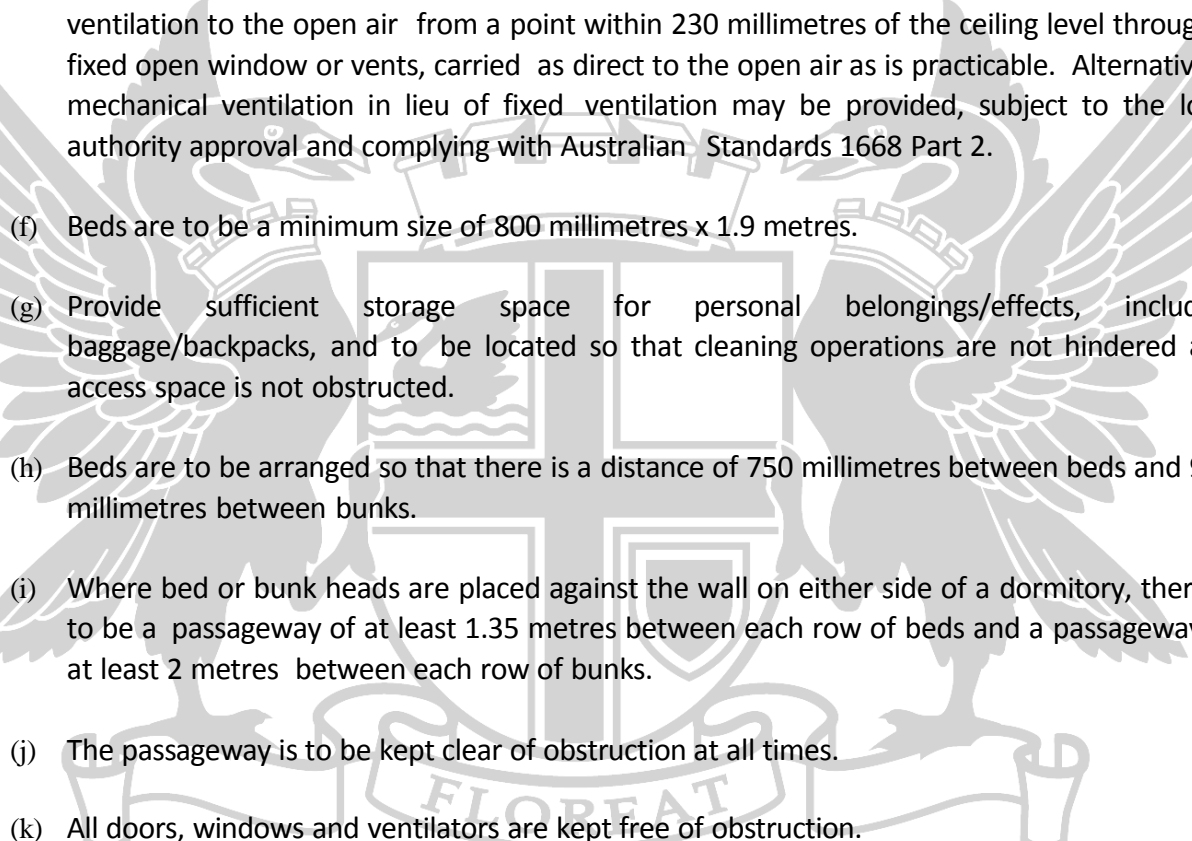
A lounge room is to be:

- (a) provided with a floor area;
 - (i) where the lounge is not combined with the dining room - not less than 0.6 square metres per person
 - (ii) where the lounge room is combined with a dining room - not less than 1.2 metres per person; but in either case being a minimum of 13 square metres; and
 - (iii) adequately furnished to accommodate, at any one time, half the number of lodgers;
- (b) provided with a suitable floor covering that is easily cleanable – replace worn and discoloured carpets or floor coverings; and
- (c) Ensure furniture is in a neat and clean condition – replace damaged furniture on an ongoing basis.

3.4.6 Sleeping Accommodation in Short Term Hostels


The following relates to the construction and facility requirements in sleeping apartments of short term hostels.

- (a) Each sleeping apartment is to have a clear floor space of not less than;
 - (i) 4 square metres per person in each dormitory utilising beds; and
 - (ii) 2.5 square metres per person in dormitories utilising bunks.
- (b) The calculation of floor space in (1) above is to exclude the area occupied by any large items of furniture, such as wardrobes, but may include the area occupied by beds.

- 
- (c) The minimum height of any ceiling in a short term hostel is 2.4 metres in any dormitory utilising beds and 2.7 metres in any dormitory utilising bunks.
 - (d) The minimum floor area requirements in (1) will only apply if adequate ventilation, separation distances, fire egress and other safety requirements are in accordance with the Building Code of Australia.
 - (e) Fixed outlet ventilation is to be provided at a ratio of 0.15 square metres to each 10 square metres of floor area of the dormitories. Dormitories are to be provided with direct ventilation to the open air from a point within 230 millimetres of the ceiling level through a fixed open window or vents, carried as direct to the open air as is practicable. Alternatively, mechanical ventilation in lieu of fixed ventilation may be provided, subject to the local authority approval and complying with Australian Standards 1668 Part 2.
 - (f) Beds are to be a minimum size of 800 millimetres x 1.9 metres.
 - (g) Provide sufficient storage space for personal belongings/effects, including baggage/backpacks, and to be located so that cleaning operations are not hindered and access space is not obstructed.
 - (h) Beds are to be arranged so that there is a distance of 750 millimetres between beds and 900 millimetres between bunks.
 - (i) Where bed or bunk heads are placed against the wall on either side of a dormitory, there is to be a passageway of at least 1.35 metres between each row of beds and a passageway of at least 2 metres between each row of bunks.
 - (j) The passageway is to be kept clear of obstruction at all times.
 - (k) All doors, windows and ventilators are kept free of obstruction.

3.4.7 Rooms That Are Not Permitted For Sleeping Purposes

The following rooms cannot be used for sleeping purposes:

- 
- (a) a room which contains food;
 - (b) a room which contains or is fitted with a cooking appliance or kitchen sink;
 - (c) a room which is used as a kitchen, scullery, store room, dining, general sitting room or lounge room or for the preparation or storage of food;
 - (d) a room which is not reasonable accessible without passing through a sleeping or other room in the private occupation of another person;
 - (e) a room which, except in the case of short term hostel, contains less than 5.5 square metres of clear space for each lodger occupying the room;

- (f) a room which is naturally illuminated by windows having a ratio of less than 0.1 square metres of unobstructed glass to every 1.0 square metres of floor area (10%);
- (g) a room which is ventilated at a ratio of less than 0.5 square metres of unobstructed ventilating area to every 10 square metres of floor area (5%);
- (h) a room in which the lighting or ventilation referred to in paragraphs (f) and (g) is obstructed or is not in good and efficient order;
- (i) a room which is not free from internal dampness;
- (j) a room of which any part of the floor is below the level of the adjoining ground; or
- (k) a room with a floor which is to be fitted with an approved carpet or vinyl floor covering or other floor treatment approved by the Council.
- (l) Two children under the age of 10 years are to be counted as one lodger. Paragraphs (a), (b) and (c) do not apply to a serviced apartment.

3.4.8 Furnishing of Sleeping Apartments

- (a) Each sleeping apartment is to be furnished with a sufficient number of beds and storage facilities for the personal belongings of every lodger.
- (b) Each bed must:
 - (i) have a bed head, mattress and pillow ; and
 - (ii) be provided with a **pillow case, mattress protectors, two sheets**, a blanket or rug and, from the 1st day of May to the 30th day of September, not less than one additional blanket or rug.

Note: The linen and pillow cases are to be washed before it is used by the next lodger. In addition, all linen and towels, etc are to be appropriately washed at least once a week.

Caravans are not permitted to be used as accommodation on Lodging House Premises.

3.4.9 Numbering of Doors

- (a) Serial numbers are to be placed on the outside of the doors of all rooms available to lodgers in the lodging house so that:
 - (i) the number "1" is placed on the outside of the door of the room nearest to the front or main entry door of the lodging house; and
 - (ii) the numbers continue in sequence throughout each floor (if there is more than one) of the lodging house.

(b) The door numbers are to be:

- (i) not less than 40 millimetres in height;
- (ii) 1.5 metres from the floor; and
- (iii) permanently fixed either by being painted on the doors or shown by other legible means

4.0 GENERAL NOTES

4.1 For your information, the registration financial year of a Lodging House is from the 1 July to the 30 June the following year.

4.2 The maximum number of persons permitted within lodging premises will be on the registration certificate for the premises and may not be exceeded.

4.3 Please ensure that the certificate of registration is framed or laminated and displayed in a conspicuous position on the wall of the main office.

4.4 The following items require on-going attention in order that the premises comply with the relevant legislation:

- (i) A maintenance log is to be kept regarding the periodic testing and service of emergency Exit signs, residual current devices, and fire fighting equipment for inspection by the Environmental Health Officer.
- (ii) An updated emergency evacuation plan is to be prepared and submitted to the Council's Health Services Section during July each year.
- (iii) The external doors and gates are to swing outwards in the direction of egress and are to be easily operable from inside the property.
- (iv) A Register of Lodgers are to be kept with lodgers essential information including their passport numbers, home address, telephone number and the intended next destination for inspection by Environmental Health Officers and/or Police Officers.
- (v) The keeper(s) is to appoint a manager to reside continuously in the premises for the care and management of the lodging house.
- (vi) The keeper/manager is to comply with the City of Perth Health Local Law 2000, the City's Planning Scheme, and relevant legislation.
- (vii) Do not keep or store poisons, chemicals, flammable substances, etc in kitchen or in lodging house premises.
- (viii) Take all reasonable steps to prevent unreasonable noise.
- (ix) Keepers or Managers are to do daily walk-through inspections of entire premises to ensure health, safety and amenity of lodgers.

It should be remembered that this document is primarily a guide for owners, keepers, builders and architects of lodging houses, based on current legislation, to assist in the establishment or maintenance of a lodging house. The City's Health and Activity Approval Services should be contacted for more specific details.

Environmental Health Officers may inspect lodging house premises unannounced at any time to assess compliance. A lodging house keeper or manager shall retain possession of a duplicate key to the door of each room or facility or area for the purposes of inspection or assessment. Ensure that the Registration/Licence Certificate is framed or laminated and kept on the office wall for inspection purposes. A written cleaning schedule detailing all items, rooms, areas, timeframes, and responsible persons, is to be framed/laminated and placed on the office wall for management & inspection purposes. A notation on the Cleaning Schedule should further refer to the frequency and company contact details in relation to Pest Control Treatments, Fire Extinguisher Services, Gas Fitter, External Laundry Service, Electrical Repairs, Plumbing Services, etc for management and inspection purposes.

5.0 REFERENCES

- 4.1 A copy of the City of Perth Health Local Law 2000 can be found on the City's webpage by searching 'Health Local Law'.
- 4.2 A copy of the Building Code of Australia can be found by searching 'Building Code of Australia' in your browser.

6.0 APPLICANT SELF ASSESSMENT CHECKLIST

Refer to Appendix 1 for the self assessment checklist. Applicants are encouraged to complete this checklist prior to lodging an application for registration of a lodging house. The checklist is designed to ensure all local law requirements have been addressed prior to submission



City of Perth







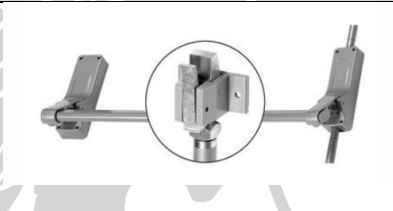

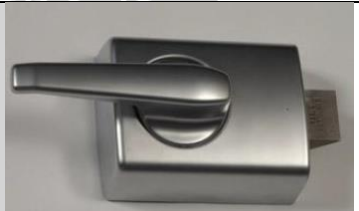

Local Law Criteria (Structural)		✓	✗	N/A	Comments / detail numbers / shortfall where applicable
Property Address:					
1.	What type of lodging house is proposed? (delete those not relevant)				- Short term hostel (backpackers, student accommodation) - Serviced Apartment (motels) - Campsite
2.	Has the applicant detailed the number of lodgers the premises is to accommodate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Number sought:
3.	Has the applicant detailed the total floor area of each bedroom and dormitory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Has the applicant detailed the total number of beds to be located within each bedroom?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SLEEPING AREAS					
5.	Are the number of beds acceptable given bedroom floor area available? For short term hostels and campsites must have:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- 4sqm per person for single beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- 2.5sqm per person for bunks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- 0.75m spacing between beds (side on)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- 0.9m spacing between bunks (side on)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- 1.35m spacing between rows of bunks (foot end)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- 2m spacing between rows of bunks (foot end)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Is ceiling height specified for bedrooms/dorms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Min 2.7m with bunks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- Min 2.4 for single beds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Has the applicant detailed adequate facilities for the storage of personal belongings in all sleeping areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LAUNDRY					
8.	How many laundry units are required given the maximum number of lodgers sought?	Numbers			One Laundry Unit = 1 x Washing Machine 1 X dryer or 30m line space 1 x 36L trough
		WM	T	CD	
	Number proposed				
	Number needed				
KITCHEN					
9.	Has the applicant detailed the floor area of the kitchen area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	If so, does the kitchen meet the following criteria:				

Local Law Criteria (Structural)		✓	✗	N/A	Comments / detail numbers / shortfall where applicable																	
-	0.65sqm per person where lodgers prepare own meals;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
-	0.35m per person where meals are prepared on-premises for lodgers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
-	1.0 sqm per person where kitchen and dining is combined	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
-	Meet the minimum floor area of 16sqm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
10.	Has an adequate number of cooking facilities been proposed?	Numbers																				
		Ovens	4 BS																			
	Number of ovens proposed and 4 burner stoves (see table below for guidance)																					
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>No. Lodgers</u></th> <th style="text-align: left;"><u>Ovens</u></th> <th style="text-align: left;"><u>4 Burner Stoves</u></th> </tr> </thead> <tbody> <tr> <td>1 - 15</td> <td>1</td> <td>1</td> </tr> <tr> <td>16 - 30</td> <td>1</td> <td>2</td> </tr> <tr> <td>31 - 45</td> <td>2</td> <td>3</td> </tr> <tr> <td>46 - 60</td> <td>2</td> <td>4</td> </tr> <tr> <td>Over 60</td> <td>2</td> <td>4 + 1 for each additional 15 lodgers (or part thereof) over 60</td> </tr> </tbody> </table>	<u>No. Lodgers</u>	<u>Ovens</u>	<u>4 Burner Stoves</u>	1 - 15	1	1	16 - 30	1	2	31 - 45	2	3	46 - 60	2	4	Over 60	2	4 + 1 for each additional 15 lodgers (or part thereof) over 60			
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1 - 15	1	1																				
16 - 30	1	2																				
31 - 45	2	3																				
46 - 60	2	4																				
Over 60	2	4 + 1 for each additional 15 lodgers (or part thereof) over 60																				
DINING AREA																						
11.	Has the applicant detailed an area to be used for dining purposes? If so, does the dining area meet the following criteria:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
	It is close to the kitchen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
	Provide 0.5sqm per person or min 10sqm total?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
	Have adequate seat numbers to cater for half the total number of lodgers at any one time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
LOUNGE ROOM																						
12.	Has the applicant detailed an area to be used for lounging? If so does the area meet the following criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
-	Where combined with the dining area it is not less than 1.2sqm per person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
-	Where not combined with the dining area it is not less than 0.6sqm per person	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
-	In any case is no less than 13sqm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		
ADDITIONAL STRUCTURAL REQUIREMENTS																						
13.	Are adequate facilities for the storage and cleaning of bins provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																		

Local Law Criteria (Structural)		✓	✗	N/A	Comments / detail numbers / shortfall where applicable
14.	Have all rooms been designated with a room number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Is a Waste Management Plan required (refer to waste services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Has a cleaning room and chemical store been detailed on the plans? If not, ask where waste water will be disposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Officer Recommendations (complies / does not comply / what action is required):</p> <p>FOR EXAMPLE PURPOSES ONLY</p> <p><i>With the Building Permit application, the proponent will need to provide the following information:</i></p> <ol style="list-style-type: none"> 1. <i>Demonstrate that adequate storage facilities are provided in each bedroom for the storage of lodgers personal belongings.</i> 2. <i>Detail on plans and specification documentation the number of laundry facilities and capacity of washing machines, clothes dryers and wash troughs. Based on 1288 lodgers 85 laundry units will be required; however the City will consider a lesser number should appropriate rationale be provided.</i> 3. <i>Within private bedrooms/dormitories and for communal areas, detail the floor area (in square metres), to be allocated for the following purposes:</i> <ul style="list-style-type: none"> - Dining - Lounge room 4. <i>Room numbers are to be detailed on plans for all bedrooms/dormitories</i> 5. <i>Provide a venue management plan that details the following:</i> <ol style="list-style-type: none"> a) <i>Code of conduct (noise, antisocial behaviour, abandoned personal belongings etc)</i> b) <i>Complaint management process</i> c) <i>Ongoing building maintenance</i> d) <i>Cleaning of facilities internally and externally</i> 6. <i>A waste management plan that meets requirements of the City's Waste Guidelines for New Developments - search 'waste guidelines' on the City's webpage.</i> 7. <i>Detail where cleaning equipment and chemicals will be stored onsite and where liquid waste will be disposed.</i> <p><i>In addition to the above requirements it is highly recommended that only electric cooktops be provided in bedrooms and dormitories. Gas cooktops present an avoidable fire safety hazard and have an adverse impact on internal ventilation if not specifically accounted for.</i></p>					

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APPENDIX 2 – Locking Devices

X					
	Cabin hook	Barrel bolt	Hasp and Staple	Dead Lock	Pad Bolt
✓					
	Strap bolt	Panic bar	Espagnolette	Auto dead latch with lever escape	Snib lock

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