

## Holiday House Registration Frequently Asked Questions

### Do I need to register my holiday home?

New rules introduced by the State Government affect some holiday home owners.

Do you own a holiday house in Bass Coast? Are you able to accommodate **six** or more people? Do you ever let your holiday home out for paid holiday accommodation?

If the answer to **all** of these questions is YES, then you need to register your property with Bass Coast Shire Council.

If you answer NO to **any** of these questions, you do not need to register your holiday home.

### Why do I need to register my property?

Under new rules introduced by the State Government, a property that is let for short term periods such as a holiday home capable of accommodating **six** or more people is considered to be “Prescribed Accommodation” requiring registration under the *Public Health and Wellbeing Act 2008*.

This means the property is covered under legislative requirements to ensure rental holiday properties are managed appropriately by owners, and to monitor the standard of facilities in rental holiday accommodation. This includes matters such as:

- Overcrowding
- Maintenance
- Cleanliness
- Garbage disposal
- Toilet and bathing facilities
- Water supply.

### What if I rent my holiday house out only occasionally?

Even if your property is used for paid accommodation for a limited period such as during the Motorcycle Grand Prix or on occasional weekends, you will need to register your holiday home with Bass Coast Shire Council.

### What if I am not sure if I need to register my property?

If you are not sure if you need to register your property, you may use the holiday home registration checklist at the bottom of this sheet or you may talk to one of

Council's Environmental Health officers. The Environmental Health team may be contacted on 1300 BCOAST (226 278).

Remember, if you do not rent out your holiday home, the new regulations do not apply to you.

### **What are the benefits of registration?**

All property owners seeking registration will have their holiday homes inspected by Council's Environmental Health team to ensure that the property meets a predetermined standard.

Registered properties will receive a certificate of registration. This will provide visitors with a level of assurance about the holiday home they are renting and that it meets the required standard.

It is anticipated that visitors to the Bass Coast will increasingly seek only registered properties for their holiday accommodation.

### **When do I register?**

Registrations for 2012 will be accepted from 1 January 2012 until 31 March 2012 and expire on 31 December 2012.

### **How do I register my holiday home?**

To register, holiday home owners will need to:

- Complete a Holiday House Registration Form;
- Pay an annual registration fee; and
- Provide a basic floor plan of your property.

### **How do I get a Holiday House Registration Form?**

Holiday House Registration Forms are available from our website or contact the Environmental Health team on 1300 BCOAST (226 278).

### **How much is the annual holiday home registration fee?**

The registration fee for "Prescribed Accommodation", where no food is provided, is based on the number of people able to be accommodated within the premises.

<b>Number of people</b>	<b>Fee</b>
6-15 people	\$251
16-25 people	\$302

An additional fee is payable if a premises provides food.

### **Are there any discounts available?**

A 50 percent discount on fees is available for houses that are let under a Council endorsed management plan.

This plan would ensure a screening process for occupants, and a “no excessive party policy” which means provision for the appropriate management of rubbish and nuisance issues relating to the property, such as excessive noise and unruly parties.

To assist holiday home owners, Council has developed a template management plan.

If you use an agent to manage your holiday home rental property, you may be able to use their management plan, provided that you use the agent for all bookings.

### **Why do I need to pay a registration fee?**

The registration fee paid by holiday home owners covers the administration and implementation of the new obligations Council has under *Public Health and Wellbeing Act 2008*. The decision was made to introduce the fee for holiday home owners, rather than asking all ratepayers to cover the cost.

### **What happens if I do not register my property?**

Penalties apply if holiday home owners fail to register their property or fail to meet the requirements of the regulations.

### **How do I get more information?**

An information pack has been prepared to provide more detail about the *Public Health and Wellbeing Act 2008* and the associated regulations as they relate to holiday homes. It includes information for prospective buyers and people wishing to build new holiday homes.

Please talk to one of Council’s Environmental Health officers if you have any concerns or need more information. The Environmental Health team may be contacted on 1300 BCOAST (226 278).