



INFORMATION FOR BED & BREAKFAST / FARMSTAY BUSINESSES

COUNCIL POLICY 2.0 BED & BREAKFAST / FARMSTAY ACCOMMODATION

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2.0 BED & BREAKFAST / FARMSTAY ACCOMMODATION

2.1 Objective

To ensure the provision of a high standard of short stay home-style accommodation in or close to tourist locations that will encourage tourism, whilst maintaining the amenity of adjoining residential uses.

2.2 Definition

Bed and Breakfast accommodation relates to the conversion of room/s of a private residence to accommodate strictly up to six (6) guests, for not more than 14 consecutive days. Accommodation for more than 6 guests is considered a lodging house and must meet the additional requirements.

2.3 Council Approvals

The following approvals of Council are required before operation:-

- Planning,
- Health,
- Building (if any alterations)

Floor plans will be required showing which rooms are to be used for accommodation (for keeper and residents respectively), which areas contain sanitary facilities (for keeper and residents respectively), and which areas will be used for the preparation of food.

2.4 Application Fees

Planning: New Bed and Breakfast establishments will be treated as a 'Home Occupation' use, pursuant to the Planning Scheme. Application fees apply.

Health: An approval and an annual license is required to operate a B&B. Fees apply.

Health: Notification & annual registration as a Food Business is required. Fees apply. Council's Schedule of Fees & Charges is reviewed annually in June.

2.5 Development Conditions

- Establishments must be within reasonable proximity to a main access road as determined by the Shire and off street parking is to be provided at a rate of one car bay for every guestroom, in addition to the 2 bays required by the resident, car bays to be easily accessible by patrons and of a standard and location deemed suitable by the Shire, and
- Appearance of the dwelling shall remain predominantly residential, and
- Signage size restrictions shall apply as per Council's Planning Scheme

2.6 Building

- Maximum of 4 guest bedrooms for guest purposes.
- Building of acceptable standard for tourist use.
- Separate guestrooms recommended to comply with size, light and ventilation requirements as per Health Local Laws relating to lodging houses.
- Building in compliance with BCA.
- Smoke alarms are required in every bedroom.
- Any building extensions or alterations will require building approval and modification of the annual licence.

2.7 Health

2.7.1 Sanitary Facilities

- Separate toilet, hand basin and shower or bath is to be supplied, where practical as determined by the Shire. Any shared bathroom and WC to be provided with lockable doors.

- All wastewater to be directed to an acceptable effluent treatment system to the satisfaction of the Environmental Health Officer.
- Upgrading of the existing system may be required if it is deemed inadequate by the Environmental Health Officer.
- Bathroom/WC to be kept clean at all times.
- Clean linen is to be provided for every new guest and at least once per week if no change of guest.

2.7.2 Kitchen

- **NOTE:** Food preparation and the food preparation area (kitchen) are required to comply with the *Food Act 2008* and the ANZ Food Safety Standards. A Food Business Licence is required from the Council pursuant to the Act.

- Kitchen to be kept clean and tidy at all times, and in good order and repair.
- Suitable facilities for hygienic preparation, storage and cooking of food shall be provided, including hand basin and sinks.
- An adequate supply of potable water to the satisfaction of the Environmental Health Officer.
- An adequate supply of hot and cold water to be provided.
- A basic knowledge of safe food handling principles must be demonstrated.
- Preparation of breakfast to be undertaken by the keeper of the accommodation only.
- No domestic animals to have access into the house.
- Food preparation only to be undertaken in registered food preparation areas.
- Children under the age of 5 years and persons not employed in food preparation are to be excluded from the food preparation area during times of food preparation.
- Premises to be fully sealed to control flies and rodents and other vermin.
- All food is to be protected from contamination, such as dust and flies.

2.8 Miscellaneous

- A Bed and Breakfast licence expires 31 December each year
- Adequate fire fighting equipment is recommended ie 1kg BE Extinguisher and 1 x 1m fire blanket, close to kitchen or power board & a hose for external use.
- Change of ownership requires a transfer of the B&B Licence and Food Business Registration.
- Refuse disposal to be adequate to prevent nuisance being created or bins being overloaded.