



## ALPINE SHIRE

### **Environmental Health – Establishing a Bed and Breakfast or Guesthouse Guidelines**

The growing number of Bed and Breakfast Accommodation and Guest Houses is testament to the demand for an alternative holiday experience. The following information may assist you when establishing your own B and B or Guest House.

#### **Introduction**

Before you can commence operation as a B&B or Guest House there are a number of legislative requirements that must be met.

The first step for anyone planning to operate a B&B or Guest House is to contact the Alpine Shire Statutory Planning Department to determine whether a planning permit is required.

#### **Definitions**

**CLIENT NUMBERS** – In relation to accommodation premises for the Public Health & Wellbeing Act registration, client numbers will be calculated on the basis of the number of guests which can be accommodated on a site, irrespective of the physical arrangements of buildings.

This means only one registration will apply per site including where there are adjoining properties being used for accommodation purposes under the one ownership.

**SELF-CONTAINED** – Means a house/unit/flat/cottage that contains a kitchen and bathroom (ie shower and toilet) and these facilities are not shared.

**ON-SITE** – At the site where clients are accommodated.

**OFF-SITE** – At any other site where clients are not accommodated but food is handled. When an Off-site facility is used, only the Off-site facility is registered under the Food Act.

**FOOD (BASKET)** - Includes alcohol, fruit, breakfast products, etc.

## **Food Act Registration – Requirements for Kitchens that are Preparing Food**

Where registration under the Food Act is required, the registration process will focus on the kitchen and facilities used for storage, preparation and handling of meals. To this end you will be required to meet basic structural requirements of commercial kitchens.

Where alcoholic drinks are provided, a liquor licence is required, and all premises that hold a liquor licence require Food Act registration or Notification.

When applying for registration, a floor plan of the kitchen/storage area is required together with an overall site plan of the premises.

If a permit is required, the Statutory Planning Department will outline the documentation that you will need to provide with the application. After this, the next step is to contact Council's Environmental Health Services.

Depending on the nature of your B&B, you may require registration under the Food & Public Health & Wellbeing Acts.

<b>PUBLIC HEALTH ACT &amp; WELLBEING ACT</b>	<b>REGISTRATION REQUIRED</b>
Not more than 5 people are accommodated exclusive of the proprietor	NO
More than 5 people are accommodated exclusive of the proprietor and NOT SELF CONTAINED	YES

<b>FOOD ACT</b>	<b>REGISTRATION OR NOTIFICATION REQUIRED</b>
NO FOOD SERVICE e.g. a complimentary basket of fruit, wine or breakfast products are left for the customer to prepare and handle	NO
A fully cooked meal IS PREPARED either on-site or offsite and served to clients	YES off-site or onsite
A basket is prepared ON-SITE and left for clients	YES on-site
A basket is prepared OFF-SITE and transported to the accommodation facility, then left for clients	YES off-site

### **Structural Requirements – General**

1. Floors should be made of an impervious material and be able to be easily cleaned.
2. The walls and ceiling should be of a light coloured material that will facilitate easy cleaning.
3. Lighting should be of a sufficient intensity to enable safe and efficient work practices.
4. Flyscreens should be provided to all opening windows.
5. Doors, where possible, should be self-closing. External doors should be insect proof.
6. Toilets are not to open directly into a kitchen.
7. Where possible, separate toilets and bathroom facilities should be provided for guests.
8. Laundry facilities should be separate from the kitchen area.

### **Fixtures and Equipment**

1. Cupboards and appliances should extend to the floor and be sealed to the floor and wall where practicable; or be a minimum of 250mm above the floor level so that cleaning can be easily accomplished.
2. Cupboards should be lined with a smooth material that can be easily cleaned and be free from defects, to prevent the entry of vermin and insects.
3. A mechanical exhaust system should be installed above the cooking area to extract cooking vapours. It should cover the main appliances.
4. Benches should be constructed of durable smooth material that can be easily cleaned.
5. A double bowl sink must be provided, the sink must be provided with hot and cold running water.
6. A hand wash basin with warm water supplied via a single outlet must be provided in the kitchen. A single faucet mixer tap should be fitted.

### **Fit out of Kitchens where Guests prepare their own Meals**

In self-contained accommodation facilities, where you provide food for the guests to prepare themselves, the following should be taken into account:

1. The cleanliness of the facilities including the provision of cleaning equipment and soap.
2. The provision of a refrigerator.
3. The provision of a sink with adequate hot and cold running water.
4. Ventilation of cooking appliances.
5. Rubbish disposal facilities.

## **Food Act Registration and Food Safety Programs**

A requirement for all Class 2 premises registered under the Food Act 1984 is to have a Food Safety Program in operation. Additional information on Food Safety Programs is available from Council's Environmental Health Office.

Where food is prepared and/or provided from another site and is transported to the client, the transport arrangements must be included in the Food Safety Program.

## **Public Health & Wellbeing Act Registration**

Public Health & Wellbeing Act Registration is required for all accommodation venues that provide accommodation for more than 5 persons. (Some exemptions are applicable under the Regulations). Accommodation houses must comply with the Public Health & Wellbeing Regulations. Copies are available from Council.

Prior to receiving registration, a detailed plan of the accommodation facilities is required, including room sizes, facilities provided and the number of persons in each room.

## **Smoke Detectors**

A smoke detector must be installed in all accommodation rooms. This is a requirement under the Building regulations but it is appropriate for all accommodation regardless of Public Health & Wellbeing Act registration.

## **How do I apply for Registration?**

Application forms for registration under both the Food and Public Health & Wellbeing Acts, along with details of applicable fees, can be obtained from the Environmental Health Office.

Inspections for registration will be arranged following the receipt of your application form and plans. For further advice please contact an Environmental Health Officer (EHO).

## **Additional Advice**

Potential proprietors of Bed and Breakfast accommodation should also consult with the following sections of Council.

\* Local Laws – for information regarding advertising signs including A -frames

\* Rates Office - ph: 03 5755 0555