

NOTIFICATION TO REGISTER A BOARDING HOUSE ON THE REGISTER OF BOARDING HOUSES

Boarding Houses Act 2012 (Part 2)

Boarding Houses Regulation 2013 (Clause 4)



13 32 20 fairtrading.nsw.gov.au

Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

When should this form be lodged?

This form **must** be used to notify the particulars of a boarding premises that are used as a registrable boarding house for inclusion in the Register of Boarding Houses.

This form **must** be lodged within 28 days of:

- a boarding premises becoming a registrable boarding house, or
- the proprietor becoming a new proprietor of the premises.

This form does not register the boarding house with the local Council or the Department of Community and Justice.

Category of registrable boarding house

General boarding house:

Is a boarding house accommodating five or more paying residents (excluding family members of the proprietor), and which does not fall within a list of exclusions in the Act, such as hotels or motels, backpackers' hostels and aged care homes.

Assisted boarding house:

- (a) a boarding house accommodating two or more paying residents who are persons with additional needs (not counting any persons with additional needs who reside there with their competent relatives).

A "person with additional needs" is a person who has one or more of the following conditions:

- age related frailty,
- a mental illness (under the *Mental Health Act 2007*)
- a disability and needs support or supervision with daily tasks and personal care, such as showering, preparing meals or managing medication.

- (b) boarding premises that are declared to be an assisted boarding house by a notice in force under section 39.

How to lodge

- **By email** to accommodationregister@customerservice.nsw.gov.au
- **By post** to
Registry and Accreditation, PO Box 22,
Bathurst NSW 2795
- **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit www.service.nsw.gov.au/service-centre.

How to pay the lodgement fee

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/registrypayments

Step 1 - Click on the link or type the URL into your web browser.

Step 2 - Follow the instructions online to complete payment. (select 'Registry and Accreditation' as the agency)

Step 3 - You will receive a receipt upon payment.

Step 4 - Attach a copy of the receipt to the form.

Alternatively, if you intend to pay by cheque or money order this can be done in person at any Service NSW Centre. Cheques or money orders should be made payable to NSW Fair Trading.

Not providing this information may result in delays in processing your form.

Contacting Accommodation Registers

Telephone	133 220
Mail	Registry and Accreditation PO Box 22, Bathurst NSW 2795
Email	accommodationregister@customerservice.nsw.gov.au
Website	https://www.fairtrading.nsw.gov.au/housing-and-property/strata-and-community-living/boarding-houses

Assistance

- If you require help in another language please contact the Telephone Interpreter Service on 13 14 50.
- Telephone service for the hearing impaired
TTY - 133 677

The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.



NOTIFICATION TO REGISTER A BOARDING HOUSE ON THE REGISTER OF BOARDING HOUSES

Boarding Houses Act 2012 (Part 2)
Boarding Houses Regulation 2013 (Clause 4)

Registry use only

Updated July 2022

13 32 20 fairtrading.nsw.gov.au

Please read the information before completing this form.
This form can be completed in Adobe Reader and saved for your records.

Fee (GST free) - \$100.00

1. Details of the Boarding House

Name of boarding house

Address

Suburb

State

Postcode

Contact number

Email address

Website

Local Government/Council Area

Is development consent or approval required under the *Environmental Planning and Assessment Act 1979* to use the boarding house as boarding premises?

☐ Yes ☐ No

Has approval been granted?

☐ Yes ☐ No

If yes, date (if known). (DD/MM/YYYY)

Category of boarding house (see definitions on information page) ☐ General ☐ Regulated assisted

2. Details of the boarding house residents

Residents **do not** include the proprietor, manager or their family members.

Number of bedrooms for residents

Maximum number of residents

Total number of current residents

Please indicate (to the best of your knowledge) the number of current residents living at the boarding house that in your opinion, fit into each category:

Total female

Total male

Under 18 years of age

Over 60 years of age

Students (attending University, TAFE etc)

Speak a language other than English

People with a disability

People living with mental illness

People with significant health problems

People needing assistance with daily tasks and personal care (eg bathing)

Other

If other - please specify

NOTE: a resident may be counted in more than one category

2. Details of the boarding house residents *(continued)*

What fees do you charge per week per person? *(Please attach fee scale if applicable)*

Which payment methods do you offer residents?

- | | | | |
|---------------------------------------|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Direct debit | <input type="checkbox"/> Bpay | <input type="checkbox"/> Cash | <input type="checkbox"/> Credit card |
| <input type="checkbox"/> Cheque | <input type="checkbox"/> Money order | <input type="checkbox"/> Centrepay | <input type="checkbox"/> Australia Post |

☐ Other

What services are provided by the boarding house?

- | | | |
|--|--------------------------------|---|
| <input type="checkbox"/> Accommodation | <input type="checkbox"/> Meals | <input type="checkbox"/> Personal assistance for residents
<i>(eg help with bathing or dressing, financial or medication management)</i> |
|--|--------------------------------|---|

☐ Other

Does the boarding house have any special provisions for physical access to the buildings? ☐ Yes ☐ No

If yes, what are the access provisions?

3. Details of the Boarding House Proprietor *(if more than one please attach additional details)*

Proprietor name

Contact person *(if company)*

Residential or business address

Suburb

State

Postcode

Contact number

Mobile number

Email address

4. Details of the Boarding House Manager *(if more than one please attach additional details)*

Manager name

Contact person *(if company)*

Contact number

Mobile number

Email address

5. Declaration

I declare that:

- I am the proprietor or in the case of a corporation, company or other legal entity, the proprietor's nominee, of the abovementioned boarding house.
- The particulars contained in this form and any attachments are true and correct. I acknowledge that it is an offence under section 95 of the *Boarding Houses Act 2012* to give the Commissioner a document containing false or misleading information.

Title Given name(s)

Family/Surname

Position (if proprietor's nominee)

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

Privacy Statement

NSW Fair Trading gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. Processing your application for inclusion on the Register of Boarding Houses pursuant to section 9 of the *Boarding Houses Act 2012* (BH Act) and clause 4 of the *Boarding Houses Regulation 2013*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

You are required to provide us with this information in line with section 9 of the BH Act and penalties may apply if you do not provide this information to NSW Fair Trading. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update the Register of Boarding Houses under the BH Act, including to send you information that we consider important.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

Who should NSW Fair Trading contact if there is a query about this form?

Title	Given name(s)	Family/Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact number	Mobile number	
<input type="text"/>	<input type="text"/>	
Address		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address		
<input type="text"/>		

Payment details

Submission fee: \$100.00

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/registrypayments

Step 1 - Click on the link or type the URL into your web browser.

Step 2 - Follow the instructions online to complete payment. (*select 'Registry and Accreditation' as the agency*)

Step 3 - You will receive a receipt upon payment.

Step 4 - Attach a copy of the receipt to the form.

Alternatively, if you intend to pay by cheque or money order this can be done in person at any Service NSW Centre. Cheques or money orders should be made payable to NSW Fair Trading.

Receipt number