



Grow your
accommodation
business

LEGALITIES

 flairbnb

Boutique Property Management

flairbnb.com.au

Legal requirements for your business

WHAT IS AN ACCOMMODATION BUSINESS?

You will need to follow the Public Health and Wellbeing Regulations 2009 if your accommodation falls in to the following:

- bed and breakfasts accommodating more than five people
- hotels and motels
- guesthouses and boutique hotels
- self-contained accommodation
- farm stays.

Businesses not covered by the Prescribed Accommodation Regulations are:

- caravan parks
- public hospitals and nursing homes
- retirement villages
- premises where five or less people can be accommodated.

MEETING GOVERNMENT REQUIREMENTS

Applying for a planning permit

To set up a new business, undertake land or building development, or change the purpose of a property, your first step is to apply for a planning permit from your local council. The planning permit provides evidence that the council has given you permission to develop your property.

Tip for Bed & Breakfast owners: A planning permit is usually not required for a Bed & Breakfast accommodating five guests or less, but registration is still required.

Applying for a building permit

If your development involves construction, demolition, alteration or extension of a building, you will probably need a building permit. This can be issued by either your local council building surveyor or a private registered building surveyor.

Tip: A building permit is usually required for a pool or spa more than 300mm deep, and for the installation/alteration of a pool or spa safety barrier.

Registrations with your local council

Registration of Prescribed Accommodation - Under the provisions of the Public Health and Wellbeing Regulations 2009, an accommodation business will need to apply to be registered with its local council. The application must include a plan of the premises, drawn to a scale of not less than 1:100, and showing the proposed use of each room.

Registration of food premises

Under the Victorian Food Act 1984, an accommodation business that provides food also needs a Registration of Food Premises from their local council. Contact an Environmental Health Officer from your council health department who will take you through the registration process, and ensure you comply with state and federal legal obligations.

Legal requirements for your business

BUSINESS BASICS

- Register your business name with [Consumer Affairs Victoria](#)
- Register your company name with the [Australian Securities and Investments Commission](#)
- Register for your Tax File Number, Australian Business Number and GST/PAYG withholding* registration details can be found at the [Australian Taxation Office](#)
- Open a separate business account
- Set-up a bookkeeping system – this could be an excel spreadsheet, or a cloud based system. Remember to keep all of your receipts.

*You only need to register for GST if you will be earning more than \$75,000 pa on any activity associated with this ABN. If you are registered for GST, accommodation income is not liable for GST and you can not claim GST credits.

INSURING YOUR BUSINESS

As well as insuring your premises and assets, the following additional insurances can be critical for accommodation businesses:

- Public liability of at least \$10 million to cover paying guests and visitors.
- Product liability to cover prepared food or other products offered to guests.
- Motor vehicle insurance if your vehicle is used for business purposes.
- Personal injury and/or income protection, especially if WorkCover is not applicable to your business. Personal injury and income protection are often taken out by sole traders and partnerships.

Tip: The public liability part of a home and contents policy is void when a business is started on the premises as it is deemed commercial activity. Additional insurance is essential.

AIRBNB LEGALITIES

Airbnb Host Protection Insurance is for liability claims up to US\$1 million, should a guest sue for injury or loss. This coverage will include communal areas such as a gym or a hallway. What they won't cover is when a guest intentionally causes damage or injury to someone. So if your guests are having a tussle, let's hope that they take it outside!

Host Guarantee Insurance is like traditional insurance covering damage to your property.

What's covered:

- Booking income loss – If your property suffers damage to the point where it is uninhabitable, Airbnb will compensate you
- Personal property that you own (excluding "fine arts")
- Damage to your property (walls, floors, windows etc)

What's not covered:

- Any damage to the property before or after the booking date
- Weather events (earthquakes, floods etc)
- Any loss or damage caused by illegal acts (unless done without your knowledge)
- Any damages relating to mould, mildew, fungus, spores or other microorganisms

THE MISSION

Flairbnb Boutique Property Management is on a mission to provide short-term rental property owners with increased revenue, and guests with quality accommodation. We do this while taking the hassle out of promoting and hosting Flairbnb 5-Star Standard holiday rentals.

Operating in Ballarat, Geelong and on the Surf Coast.

Eve Fisher Founder



As a successful Airbnb host Eve would like to share her knowledge, and experience, and see others have the same success she has had.

Eve's background is in media and education so communication is her thing, while her passion for tourism has emerged from living in Torquay, one of the busiest holiday destinations in Australia.

Rachel Allan Founder



Strategic marketing is Rachel's thing. Seeing businesses flourish with effective marketing is her passion.

Rachel's background is tourism management including spearheading Visitor Information Centres and regional marketing. She has also run her own self-contained accommodation, operating at high occupancy.