



INSTRUCTIONS

DEADLINE TO REGISTER

The *Boarding Houses Act 2012* commenced on 1 January 2013. Proprietors of registrable boarding houses which were operating on 1 January have until 30 June 2013 to register. Proprietors of registrable boarding houses which commence operations after 1 January 2013, or new proprietors of existing boarding houses are required to register within 28 days of commencing operations.

Registering on the Boarding House Register is a new legal obligation. Proprietors of registrable boarding houses must register with Fair Trading even if they are already registered with the Office of State Revenue or local council, or licensed by Ageing Disability & Home Care.

There is a one-off fee of \$100 to register.

COMPLETING REGISTRATION

To complete registration:

1. the registration form must be completed, including a signed declaration by the proprietor or the proprietor's nominee
2. the registration fee of \$100 must be paid to Fair Trading (see payment details below)
3. the completed form must be lodged with a Fair Trading Centre (phone 13 32 20 or visit www.fairtrading.nsw.gov.au for Fair Trading Centre locations) or post the registration form with payment to:

Boarding House Register,
NSW Fair Trading,
PO Box 972,
PARRAMATTA NSW 2124

PAYMENT DETAILS

There is a one-off fee of \$100 to register. If you are paying at a Fair Trading Centre, you can pay by cash, cheque, EFTPOS or credit card. If you register by mail, the options for paying the registration fee are cheque (personal, business or bank cheque) made payable to NSW Fair Trading or a money order (available from post office).

FOR FURTHER INFORMATION AND ENQUIRIES

For General Boarding Houses

www.fairtrading.nsw.gov.au/Tenants_and_home_owners/Boarding_houses.html

or phone 13 32 20

For Assisted Boarding Houses

www.adhc.nsw.gov.au/boardinghouse or phone (02) 9377 6000

For information on financial assistance programs for boarding houses

www.housing.nsw.gov.au/Centre+For+Affordable+Housing or phone (02) 8753 8181

BOARDING HOUSE RESIDENTS DETAILS

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

16. Number of bedrooms for residents

17. Maximum number of residents who can be accommodated at the premises

18. Total number of **current** residents

19. 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		People with a disability	
Total Male		People living with a mental illness	
Under 18 year of age		People with significant health problems	
Over 60 years of age		People needing assistance with daily tasks & personal care (bathing, dressing etc)	
Students (attending university, TAFE etc)		Other (please specify)	
Speaks a language other than English			

Note - a resident may be counted in more than one category

20. What fees do you charge per week per person? (If there is a fee scale, please attach details)

21. Which payment methods do you offer to residents? Please tick all that apply.

Cash Credit card Cheque Direct Debit
 Money order BPay Australia Post Other

If other, please specify:

22. What services are provided by the boarding house?

Accommodation Meals
 Personal assistance for residents
 (such as help with dressing or bathing, or help with financial or medication management)
 Other

If other, please specify:

23. Does the boarding house have any special provisions for physical access to the buildings?

Yes No

If yes, what are the access provisions?

OFFICE USE ONLY

Date received

 / /

Registration number

Initials

