



# Compliance Checklist: Victoria Rooming Houses (2025)

Prepared by EME Property Developments — Refreshed 19 Aug 2025, 08:20

Use this three-page checklist to plan, permit, register and operate a compliant Class 1b rooming house in Victoria. It aligns with: the National Construction Code (NCC) building classifications, the Victorian rooming house licensing scheme, council registration of prescribed accommodation, and Consumer Affairs Victoria (CAV) minimum standards. Always confirm site specifics with your building surveyor, council and legal advisors. This is general information, not legal advice.

## 1) Strategy & Classification (NCC)

- Confirm intended building class with your relevant building surveyor (target Class 1b: ordinarily < 12 residents and < 300 m<sup>2</sup>).
- Resolve early fire/life safety strategy (detection, alarms, egress, fire-stopping).
- Resolve ventilation/daylight requirements for habitable rooms and wet areas.
- Document any accessibility or design-for-all obligations appropriate to your design.
- Record the classification decision in writing (PM gate: do not proceed without it).

## 2) Operator Licensing (Business Licensing Authority via CAV)

- Decide who will operate the house (you/partner).
- Apply for a Rooming House Operator's Licence (initial term typically 3 years; one licence can cover multiple premises).
- Check eligibility (individual 18+ or eligible corporate entity) and fee schedule; diarise renewals.
- Maintain licence records in your compliance file.

## 3) Council Registration (Prescribed Accommodation)

- Identify the council Environmental Health Unit (EHO) contact and registration process.
- Submit application with plans/specs as required; schedule initial EHO inspection.
- Expect periodic inspections (often annually) — set a recurring calendar reminder.
- Retain registration certificate(s) in your compliance file.

## 4) Building Permit & Surveyor Process

- Appoint a relevant building surveyor (private or municipal).
- Issue documentation for building permit (architectural/services/fire strategy).
- Plan staged inspections (e.g., footing/framing/waterproofing/final).
- Obtain Occupancy Permit/Certificate of Final Inspection at completion.

## **5) Minimum Standards (CAV) — Design & Fitout**

- Premises structurally sound, weatherproof and free of damp/mould related to building condition.
- Safe entry: lighting & visitor screening (peephole/intercom) at main entrance; secure locks.
- Laundry facilities sized to occupancy (e.g., 1 washing machine per 12 residents) and in working order.
- Window coverings installed in habitable areas; corded blinds secured with guides/cleats.
- Adequate ventilation (habitable rooms & wet areas) per NCC performance.

## **6) Safety Checks & Records (Operations)**

- Electrical safety check at required intervals by a licensed electrician; retain certificate/record.
- Gas safety check at required intervals (if applicable); smoke alarm testing per regulation.
- Maintain a compliance file: licence, registration, permits/OP, inspection reports, safety checks.
- Issue the Rooming House Residents Guide to each resident before or at move-in and keep acknowledgement.

## **7) Neighbour & Community Engagement**

- Prepare a brief community explainer (house rules, complaints pathway, parking/traffic expectations).
- Nominate a contact number/email for local issues; respond within defined SLAs.
- Keep records of engagement and any remedial actions.

## **8) PM Gates (Who Owns What)**

- Classification & fire strategy locked (PM + surveyor).
- Permits issued; inspections scheduled (PM + surveyor + builder).
- Licence issued/renewed; premises registered (PM + operator).
- Minimum standards verified pre-opening; commissioning list complete (PM).
- 30/60/90-day defect & compliance reviews diarised (PM).

## **Notes & References (for internal use and publication footnotes)**

- 1 NCC Building Classifications (Class 1b) – Australian Building Codes Board (ABCB).
- 2 Consumer Affairs Victoria (CAV) – Rooming House Operator's Licence (BLA).
- 3 Victorian Department of Health – Prescribed Accommodation (council registration & inspections).
- 4 Victorian Building Authority (VBA) – Planning/Building Permits, Surveyor Roles & Inspections.
- 5 CAV – Rooming House Minimum Standards & Residents Guide.

Disclaimer: This checklist is a general guide only and not legal advice. Always verify requirements with your building surveyor, council and legal advisors.

### Quick Tick-Off (retain with your compliance file)

Step	Owner	Status	Date	Notes
Building Classification confirmed (Class 1b)	PM/Surveyor	<input type="checkbox"/>		
Operator Licence (BLA via CAV)	Operator/PM	<input type="checkbox"/>		
Council Registration (Prescribed Accommodation)	PM	<input type="checkbox"/>		
Building Permit issued	PM/Surveyor	<input type="checkbox"/>		
Staged inspections completed	PM/Surveyor	<input type="checkbox"/>		
Occupancy Permit/CFI issued	PM/Surveyor	<input type="checkbox"/>		
Minimum Standards verified	PM	<input type="checkbox"/>		
Safety checks logged (elec/gas/smoke)	PM/Operator	<input type="checkbox"/>		
Residents Guide issued	Operator	<input type="checkbox"/>		
Annual inspection diarised	PM	<input type="checkbox"/>		