Thank you for enquiring about operating an accommodation premises with Logan City Council. Enclosed in this information kit you will find information that will assist in making an application with Council.

Council has a role in regulating accommodation premises to ensure these activities are carried out in a safe manner for customers and the community, while preventing nuisances to the surrounding environment. Compliance with Council’s requirements will assist you in providing a safe accommodation for your customers and the community.

To apply for a licence you will need to submit a complete application with the required fee to Council. The enclosed information will assist you in ensuring your application is complete.

APPLICATION PROCESS FOR A NEW ACCOMMODATION PREMISES

Firstly check with Council if you require an approval. To obtain a licence all applications will require the following information to be submitted:
1. Completed application form for accommodation premises.
2. Floor plan showing the layout, toilets, kitchens, etc.
3. Evidence of current public liability insurance to a minimum value of $20 million dollars.
4. Applications must be lodged with the application fee - refer to the application form.
5. Applications can be submitted (with the relevant fee) in person at Council or by mail.

Other approvals

• Prior to submitting your application you should ensure the site has relevant Development Approval and/or is an authorised land use for the site.
• If you intend to have any advertising signs erected, refer to the Advertising Sign information on Council’s website.
• As a building is open to the public you will need to ensure you have the correct building approvals and Certificate of Classification.
• If you intend to sell food at the accommodation you may need a food business licence.
• Where evacuation plans are required these will need endorsement from Queensland Fire and Rescue Service.
• Electrical certifications.

APPLICATION PROCESS FOR TRANSFERRING AN EXISTING ACCOMMODATION PREMISES

If you are buying or taking over an existing accommodation premises, you will need to apply to transfer the accommodation premises licence. A new owner or operator must apply and receive approval for an accommodation premises licence before commencing trade.

If you are making changes to the premises, you will need to lodge an amendment application and follow the same process as starting an accommodation premises.

For further information please contact Council on phone (07) 3412 3412.
Maintenance of fire safety installations in buildings

This fact sheet provides information about the new Queensland Development Code MP 6.1—Maintenance of fire safety installations, which takes affect from 1 January 2009.

The code provides for the maintenance and record requirements for fire safety installations in buildings.

Fire safety installations must be capable of performing to a standard no less than that which they were originally required to achieve.

If you are an owner or occupier of a building it is important to understand how you can identify if your building has prescribed fire safety installations and what your obligations are to maintain these.

The code has been designed to set clear performance criteria for the maintenance of fire safety installations, allowing for a broad range of compliance methods to be used.

What buildings are covered by the code?
The new maintenance code applies to all buildings (including existing buildings) other than class 12 (e.g. detached houses and townhouses) and class 10 buildings (e.g. domestic sheds and garages).

How will the code affect me?
Legislation relating to the maintenance of building fire safety installations was introduced in Queensland in 1992. The new code is largely a transfer of regulation from the Building Fire Safety Regulation 2008 to the new maintenance code. The penalties for failure to comply with the maintenance code remain in the Building Fire Safety Regulation 2008 and penalties can be up to $3,000.

If you have a prescribed fire safety installation in your building, you must comply with the code. A list of fire safety installations covered by the code is included in the code, which can be viewed at www.dip.qld.gov.au.

The new maintenance code requires the building occupant to provide a yearly statement to the Commissioner of the Queensland Fire and Rescue Service (QFRS) which confirms that the building's fire safety installations have been maintained in accordance with a relevant standard or recommendation. Where there is no occupier, the building owner is required to sign the statement.

When a building is occupied by a tenant, the tenant is responsible for the maintenance and where a building is occupied by the owner of the building, the owner is responsible to ensure that maintenance is carried out.

QFRS officers have powers to audit and issue on-the-spot fines to occupiers who do not comply with the maintenance requirements of the QDC.

Body corporate obligations
The new code does not just apply to offices, schools and the like, but it also applies to class 2 (residential apartments) and 3 buildings (such as holiday/business accommodation).

It is recommended that members of a body corporate determine who is authorised to sign the yearly occupier's statement on behalf of the body corporate. The occupier's statement form is included in the code.

Once the statement is completed, you will need to send it through to your local QFRS office. Postal addresses and fax numbers for regional offices can be found at www.fire.qld.gov.au. The occupier statement can also be emailed to occupierstatement@emergency.qld.gov.au

Suggested actions that the body corporate take to ensure the building is maintained include:

- determining who is authorised to sign the occupier's statement on behalf of the body corporate
- confirming the date of when the building was approved for construction
- entering into a maintenance contract with an appropriately licensed person to ensure ongoing periodic maintenance is carried out
- confirming dates of maintenance inspections where entry into individual units may be required, such as for the inspection of unit entry doors that are fire doors
- Keeping records of all maintenance for two years with the building's fire safety management plan.

Buildings with several tenancies
There may be instances where there are various occupiers in one building, such as a shopping complex that consists of various tenancies. Each occupier typically has responsibility for fire safety installations within their own tenancy and the building manager has responsibility for the maintenance of all other installations which are in the common areas or outside the building.

An example of this could be where a restaurant has fire extinguishers in the kitchen within the tenancy, but the hydrant for the restaurant is in the common area to be used by several shops. In this instance, the restaurant tenant (being the occupier) would ensure periodic maintenance is carried out on extinguishers and would coordinate the hydrant maintenance with other tenants. The agreed method of maintenance could, for example, be through the building manager or through a tenancy contract.

For further information
Department of Infrastructure and Planning
PO Box 15009 City East Qld 4002 Australia
tel + 61 7 3239 5369
fax + 61 7 3237 1248
info@dip.qld.gov.au

Queensland Fire and Rescue Service
GPO Box 1425
Brisbane Queensland 4001
tel+617 3247 8100
www.qfrs.qld.gov.au
Bed Bugs

Industry Guidelines for Backpackers, Tourism and Public Accommodation

Cimex lectularius (common bed bug) Cimex hemipterus (tropical bed bug)

For more information, contact your local Council
Introduction

Bed bugs have been a public health pest for hundreds of years. The common bed bug, Cimex lectularius, is the most often encountered species, although the tropical bed bug Cimex hemipterus is now emerging in southeast Queensland and has been located at several accommodation centres.

All bed bugs are blood-feeders and have piercing-sucking mouthparts, which are inserted into the skin of the host and used to withdraw a blood meal. They feed on a variety of warm-blooded vertebrates, including man.

Description

Bed bugs belong to the family of true bugs known as Cimicidae. Members of this family are small, oval, flat, hard-bodied, flightless insects in which the wings are absent or reduced to stubs.

When unfed the bed bug adult is approximately 5mm long (1/4 to 3/8in.) and brownish in colour. After feeding, the body elongates and widens and the colour changes to dull red. This change is quite striking and may cause the observer to believe that two different species of insects are present. Bed bug nymphs resemble the adults but are smaller and have a pale yellow colouration after moulting. The nymphs undergo five moults, becoming successively larger.

Bed bug eggs are elongate and at, about 1mm in length (1/32in.) (are large enough to be easily seen). They are white in colour and have a distinct cap at one end. The eggs are laid singly or in clusters and are cemented to wood, fabrics or other surfaces where bugs hide.

Life cycle

Bed bugs are capable of producing up to four generations per year, although one or two generations is usual. Development time depends on temperature and food supply. Breeding can occur throughout the year. Each female bed bug lays 50 to 200 eggs at the rate of 1-4 eggs per day. In local temperatures hatching occurs in 6 to 17 days. Development to the adult stage may occur in as little as one or two months but usually takes longer and is also dependent on blood meals.

Feeding behaviour

Bed bugs are nocturnal and emerge from their hiding places at night to feed on nearby hosts. They may occasionally feed during the day if very hungry and lighting conditions are dim.

Young and adults of both sexes feed exclusively on blood. The bugs pierce the skin of the host and withdraw blood with their beak-like mouthparts. The bugs prefer to be in enclosed places and often feed in areas where clothing is held tightly against the skin, such as underneath waistbands.

The bite is usually not felt at first but later may itch, swell, burn, become inflamed, or form a welt. Effects of a bite vary with the individual but can persist for a week or more. There is no evidence that bed bugs transmit any diseases.
Bed bugs usually do not feed every night and intervals between feeds can vary from a few days to a week. Newly hatched nymphs will feed as soon as possible, and then usually feed once between each moult. If left undisturbed, a bed bug can obtain a full blood meal in 3 to 5 minutes. Bed bugs can live for 4 to 12 months without feeding. They will survive longer without a meal at lower temperatures.

**Sources and detection of infestations**

Bed bugs can be found in almost any situations in which humans live. If occupants move out of a residence that's infested with bed bugs, and it remains unoccupied, the bugs may migrate to nearby dwellings.

Heavy infestations of bed bugs can be accompanied by an offensive odour associated with an oily secretion. Other indicators are brown or black spots of dried excrement, eggs, eggshell and moulted skins in hiding places or bedding are further indicators of infestations.

In light infestations, bed bugs will be found in the seams, binding and folds of mattresses and covers (inner-spring mattresses are particularly susceptible), later spreading to crevices in bed frames and inner springs. In severe infestations the bugs also will be found behind baseboards, within the (hollow) frame of the bed, behind window and door cover strips, behind pictures, posters, and loosened wallpaper, in cracks and crevices in the walls and between walls and ceiling and walls and floor, in curtains and around and beneath carpet 'tack-down' strips and in ventilation ducts.

**Control measures**

There is debate amongst experts on the best form of treatment for bed bug infestations. The following points are made in light of our research on this issue:

- There are reservations about the effectiveness of shrouding objects in plastic and subjecting them to sunlight as a method of destroying bed bugs. (This is sometimes applied to the treatment of mattresses). However, until this theory is proven, or otherwise, it is recommended that item 5 hereunder be carried out.
- There is suspicion that the tropical bed bug has developed a resistance to synthetic pyrethroids, particularly permethrin.
- Treatment with steam in conjunction with the application of an approved residual chemical pesticide by a suitably licensed pest management technician is considered as the most effective method of treatment and the most successful way to prevent infestation or reinfestation.
- Chemical treatment does not kill the eggs of bed bugs.

*The following recommendations will benefit individual establishments but would have significantly greater impact if they were adopted on a broad scale across the industry.*

1. Accommodation rooms to be constructed and fitted out as follows:
   (a) Walls and ceiling to be constructed of a smooth, impervious material and painted with a high gloss light-coloured paint.
   (b) No loose posters, pictures or other wall fittings to be provided.
   (c) If wallpaper is applied, all joints and crevices to be thoroughly and effectively sealed.
(d) Floor to be constructed of an impervious material (e.g. ceramic/quarry/vinyl tiles or poly vinyl sheeting) i.e. no carpets except loose rugs.

(e) All wall joints and joints between the walls and ceilings and walls and floors to be sealed with grout or similar material.

(f) Bunks to be constructed of steel throughout with all joints welded. Horizontal bars/slots to be sufficiently strong to support a mattress without the need for additional material of any description to be placed on top of them. The use of open-framed (eg metal) head/foot ends is encouraged.

(g) Foam rubber mattresses with sealed (preferably purpose-made) covers to be provided.

2. Isolation of bedrolls, sleeping bags, back packs etc from the sleeping accommodation, in a room specifically provided for that purpose (plus individual room signage that this is a requirement of the management)

3. Heat treatment of room and contents to be conducted immediately upon awareness of infestation. A steam cleaner to be used that produces a low vapour steam at 220 deg F/104 deg C. Particular attention to be paid to any seams, beading etc on the mattress and the entire bed frame. This procedure to be carried out thereafter on a regular basis (approx fortnightly) combined with:

4. Chemical treatment of entire room to be conducted by a suitably licensed pest management technician with a product registered for bed bug control. Treatment to be carried out on a regular basis (at least quarterly) or after any evidence of infestation. A list of such approved products is available on APVMA’s web page www.apvma.gov.au

5. If the treatment recommended in 3 cannot be achieved, all clothing, bed linen, backpacks, sleeping bags etc from the affected room must be laundered in hot water (containing a bleaching agent) and then dried in a clothes dryer. Items too bulky for this treatment, should be thoroughly enclosed and sealed in black plastic and be exposed to direct sunlight for at least 1 hour (at a temperature reaching in excess of 45 deg C).

6. Accommodation staff to be trained in detecting the presence of bed bugs. An inspection routine including at least, bed mattresses and linen, to be incorporated into the daily cleaning schedule. Any indications that bed bugs may be present should be immediately reported to the management. Any existing bloodstains, skin moulting etc to be eliminated so that any subsequent infestation is evident.

7. Appropriate information on bed bugs to be available to patrons.

8. A regimen/schedule of good general housekeeping and maintenance to be maintained.

**Additional control measures**

Treatment of the room and contents using an ozone generator has been reported to be very effective. However, extreme caution is required in this procedure and only a suitably licensed pest management technician should carry out the application. All room openings (including windows, doors and ventilation ducts) must be thoroughly sealed, the room vacated for at least 12 hours during and subsequent to treatment and entry prevented.
References:
Research Bulletin #19 Centre for Urban and Community Studies, University of Toronto.
Fact Sheet 'Bed Bugs'. Author: Stephen Doggett. Institute of Clinical Pathology and Medical Research, Department of Medical Entomology, Westmead Hospital, N.S.W.

Figure 1
Adult bed bug feeding

Figure 2
Size comparison against newspaper print

Figure 3
A superficial glance would indicate that this bed is free from bug infestation. Please see Figure 4 for the actual situation
Figure 4
Typical indications of infestation ('blood spotting') at the junction of the wooden
mattress supports and the metal frame

Figure 5
This shows the importance of closely examining (mattress beading) for
indications of bed bug infestation.
Figure 6
Showing evidence of infestation within curtain pleats

Figure 7
Bed bugs on mattress beading
Figure 8
Back packers accommodation showing recommended features: sturdy metal bunk frames and mattress support, foam rubber mattresses with close-fitted covers, smooth undamaged walls painted with light-coloured high gloss paint.

Figure 9
Nymph and adult bed bugs feeding. Note also the typical raised welt on skin resulting from bites.
Figure 10
Bed bug bites on face