

Shinjuku City Private Lodging Business Rule Book

For Starting a Private Lodging Business
Shinjuku City Rules to Know



 **Shinjuku City**

Published in February 2020
Fourth Edition

The Purpose of This Rulebook

The Private Lodging Business Act that went into effect on June 15, 2018 is designed to handle the demand for accommodations by tourists from Japan and abroad and ensure that private lodging businesses are being operated properly.

To avoid trouble, those running private lodging businesses must consider how to maintain the peace and quiet of their neighbors, and devise measures to prevent their lodgers from causing problems.

To maintain a safe and peaceful living environment for all city residents, Shinjuku City has enacted the Shinjuku City Ordinance to Ensure Appropriate Operation of Private Lodging Businesses, which codifies the rules for operating private lodging businesses in the city.

This rulebook contains information on Shinjuku City's rules, procedures for operating a private lodging business, and matters that business operators need to explain to lodgers. Please use this rulebook and understand the laws and ordinances so that you can operate your business without trouble.

Please note that this rulebook will be updated as necessary—such as when there are any changes in relevant laws—to ensure the appropriate administration of the private lodging businesses.



Summary of the Shinjuku City Ordinance to Ensure Appropriate Operation of Private Lodging Businesses (Shinjuku City Rules)

1. Article 1: Purpose

The purpose of these rules is to prevent private lodging businesses from negatively affecting neighboring residents. To this end, the city has established matters required by the Private Lodging Business Act and other laws, as well as matters required to ensure properly managed private lodging businesses.

2. Article 3: The City's Obligations

- To achieve our purpose, the city will formulate policies to ensure that private lodging businesses are properly managed, and implement them.
- The city will consult the police and fire departments and any other related organizations while formulating these policies.

3. Article 4: Obligations of the Residents

Residents are obligated to cooperate with the policies the city implements.

4. Article 5: Obligations of Private Lodging Business Operators

Private lodging business operators and management entities are responsible for ensuring that their actions and services at the certified residence do not negatively affect the living environment of neighboring residents.

5. Article 6: Obligations of Lodgers

Lodgers are responsible for making sure that their actions and behavior do not negatively affect the living environment of neighboring residents during their stays at a certified residence.

6. Article 7: Explanation to the Neighboring Residents, Etc.

- Anyone wishing to operate a private lodging business must provide a written explanation to surrounding residents announcing their intent to do business at the relevant residence, the name of their business, their personal identity or title, contact information, the day business will start, etc., and report to the mayor at least seven days prior to applying for certification as a private lodging business.
- The same condition applies in the case of any changes in business name, contact information, etc.

7. Article 8: Proper Disposal of Garbage

Private lodging businesses operators and management entities are responsible for the proper disposal of any garbage produced as a result of their services.

8. Article 9: Recording Complaints and Responses

Private lodging business operators and their management entities must maintain a record of any complaints and/or inquiries as well as their corresponding responses, and save said record for three years.

9. Article 11: Restrictions on Private Lodging Business Operations

- Private lodging businesses cannot operate between Monday noon and Friday noon in exclusive residential districts*.
- If the greater portion of the residence's plot is located in an exclusive residential district, the appropriate plot will be regarded as part of the exclusive residential district.

* Exclusive residential districts include Category 1 low-rise exclusive residential districts, Category 2 low-rise exclusive residential districts, Category 1 medium- to high-rise exclusive residential districts and Category 2 medium- to high-rise exclusive residential districts.

10. Article 12: Public Listing of Certified Private Lodgings

After receiving an application and certifying it, the mayor will publicly announce the location of the certified residence, contact information for the service provider, and the date when the announcement about the business was made to local residents.

11. Article 13: Obligations of the Building or Land Owners

- When drawing up lease contracts, individuals that provide buildings or land to others must make it clear whether the operation of private lodging businesses is allowed.
- Owners of condominium units and other properties should state in their condominium management bylaws, etc. whether the operation of private lodging businesses is allowed.

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Legend

Law: Private Lodging Business Act (Act no. 65 of 2017)

Enforcement: Enforcement order for the Private Lodging Business Act (government ordinance no. 273 of 2017)

Rules: Enforcement rules for the Private Lodging Business Act (Ministry of Health, Labour and Welfare [MHLW] and Ministry of Land, Infrastructure, Transport and Tourism [MLIT] ordinance no. 2 of 2017)

MHLW rules: Enforcement Rules for Articles of the Private Lodging Business Act Related to MHLW (Ministry of Health, Labour and Welfare ordinance no. 117 of 2017)

MLIT rules: Enforcement Rules for Articles of the Private Lodging Business Act Related to MLIT (Ministry of Land, Infrastructure, Transport and Tourism ordinance no. 65 of 2017)

MLIT announcement no. 1109: Announcement regarding installation methods for emergency lighting, and measures necessary to secure the safety of lodgers during fires and other emergencies (Ministry of Land, Infrastructure, Transport and Tourism announcement no. 1109 of 2017)

Ordinance: Shinjuku City Ordinance to Ensure Appropriate Operation of Private Lodging Businesses (Shinjuku City ordinance no. 37 of 2017)

City rules: Enforcement rules for Shinjuku City Ordinance to Ensure Appropriate Operation of Private Lodging Businesses (Shinjuku City rule no. 6 of 2018)

I. Introduction

1. What is a private lodging business?

This term refers to the short-term rental of private housing to lodgers for a fee by someone other than an operator regulated by the Inns and Hotels Act. In Japanese, this system is known colloquially as *minpaku*, or “home sharing.” After receiving certification under the Private Lodging Business Act, a person can legally rent out his/her home or other properties or rooms to lodgers.

(1) **Residences used for private lodging businesses** must fulfill 1 to 3 below:

1. The residence must have a kitchen, bath and toilet and sink facilities
2. Must be one of the following types of residence that are approved as “habitable”:
 - a. Residences where people currently live
 - b. Residences where tenants are being solicited
 - c. Residences that are used by owners, tenants or subletters on an irregular basis
Ex. holiday homes, secondary homes, etc.

Note: Properties solely for *minpaku* services are not considered “habitable” residences and may not be used for the provision of *minpaku* services under the Private Lodging Business Act.
3. Residences such as houses, townhouses, apartments and boarding houses

Residences may not be used for other commercial purposes when they are not being used for private lodging rental services.

(2) You must notify the mayor in advance before starting a private lodging business.

★The residence may be used for the service for up to 180 days per year (between noon on April 1 of the current year to noon of April 1 the next year). If you intend to use the residence for more than 180 days, you must receive approval under the Inns and Hotels Act.

★**Under the ordinance, private lodging businesses cannot operate between noon Monday and noon Friday in exclusive residential districts* of Shinjuku City.**

* Exclusive residential districts include Category 1 low-rise exclusive residential districts, Category 2 low-rise exclusive residential districts, Category 1 medium- to high-rise exclusive residential districts and Category 2 medium- to high-rise exclusive residential districts.

(3) Private lodging business operators must take the following measures to ensure that the business in question is run in an appropriate manner:

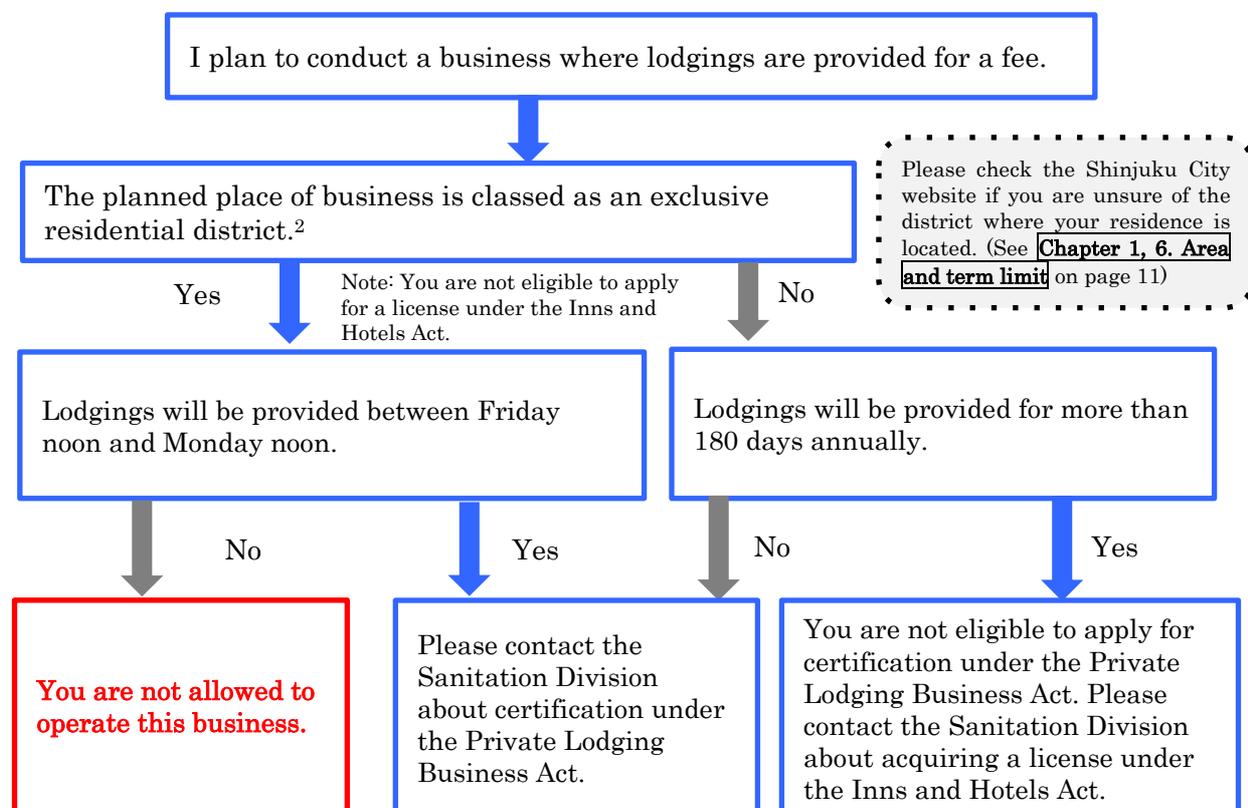
★In principle, if the operator of the private lodging business will not be at the site during the lodger’s stay, administrative duties must be entrusted to a private lodging business management entity registered with the Minister of Land, Infrastructure, Transport and Tourism.

The following specific measures are necessary for the proper operation of private lodging businesses (management duties):

- Ensure the health of the lodger (provide a minimum of 3.3 m² of living space per guest, as well as regular cleaning and ventilation)
- Ensure the lodger’s safety (install emergency lighting, post evacuation routes, etc.)
- Ensure the comfort and convenience of foreign lodgers (post information on facility equipment in foreign languages, etc.)
- Create, maintain and make available a register of lodgers
- Explain to lodgers issues necessary to ensure that their stay does not have a detrimental effect on the local living environment (such as excessive noise, the inappropriate disposal of garbage)
- Respond to complaints, etc.

2. About private lodging businesses and the hotel business

Operating a business in which lodgings are provided for a fee* requires either certification based on the Private Lodging Business Act or licensing under the Inns and Hotels Act.



1. Whether the fee is called by another name such as a usage fee, meal fee or contract fee, this applies if you are viewed objectively as being paid for providing lodging.
2. Exclusive residential districts include Category 1 low-rise exclusive residential districts, Category 2 low-rise exclusive residential districts, Category 1 medium- to high-rise exclusive residential districts, and Category 2 medium- to high-rise exclusive residential districts.

Caution

Operating a private lodging business without submitting a notification or acquiring certification is punishable under the Inns and Hotels Act by imprisonment of up to six months or a fine of up to one million yen.

II. Operator Confirmation and Entry

Chapter 1: Preparation

This chapter describes the requirements and equipment needed to start a private lodging business. Be sure to consult with the city's Sanitation Division before starting your service. Additionally, please consult with the Construction Guidance Division and the fire department with jurisdiction over your district on matters related to maintaining the safety of lodgers. For matters related to the management of garbage, consult with the Waste Reduction and Recycling Division.

1. Reasons for disqualification (Act Article 4)

Anyone to whom the following applies may not operate a private lodging business:

- (1) Is a person designated by MLIT and MHLW enforcement orders as being unable to correctly operate a private lodging business due to mental or physical impairment
(MLIT and MHLW enforcement orders) Anyone who is unable to adequately carry out the reasoning, decision-making, and communication necessary for correctly operating a private lodging business due to mental impairment
- (2) Filed for bankruptcy and have not been retested
- (3) Was previously ordered to discontinue a private lodging business under Article 16, paragraph 2, and three years have not yet passed since the date of the order (if a company was ordered to discontinue the service, this includes individuals who were executive officers appointed to their positions within thirty days prior to the date of order, and three years have not yet passed since that day)
- (4) Has been imprisoned without work or heavier punishment or fined under this Act or under the Inns and Hotels Act, and three years have not yet passed since the enforcement of punishment has ended
- (5) Is an organized crime member or former member, as defined by Article 2, paragraph 6 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act no. 77 of 1991); in the latter case, five years have not yet passed since the individual quit (hereinafter "organized crime members, etc.")
- (6) Minors determined not to possess the same management capabilities as adults, and if any of the preceding items applies to their legal representative (This includes the executive officers, if the legal representative is a company. The same shall apply for Article 25, paragraph 1, item 7, and Article 49, paragraph 1, item 7.)
- (7) If the business will be operated by a company, and if any of items (1) through (5) above applies to any executive officer of the company
- (8) Is part of a business controlled by organized crime members, etc.

2. Availability of building use (Act Article 3)

Before starting a private lodging business, please confirm whether you are allowed to operate it in the building in question.

- (1) If the person submitting the notification is a tenant or subletter
Confirm whether the property's owner and sublesser authorize the rental and subleasing for the purpose of running a private lodging business
- (2) If you intend to start your private lodging business in a condominium building
Confirm whether **running a private lodging business is allowed** under the management bylaws of the condominium association

Note: Even if it is not forbidden under the bylaws, you should check with the management association to see whether there are policies against private lodging businesses.



- Q. What should I do if the bylaws do not stipulate private lodging businesses?
- A. You must also include one of the following documents when submitting your notification:
- (1) A pledge that confirms that you have reported your intention to start a private lodging business to the management association, and that the general assembly and administrative board meetings have not passed a policy against private lodging businesses at the time you submitted your notification.
 - (2) Meeting minutes for general assemblies and administrative board meetings conducted after the Private Lodging Business Act was promulgated (June 16, 2017), and a document to certify that the management association has no intention of forbidding private lodging businesses in the residence to be registered.

3. Facility requirements (Act Article 2)

The certified residence must have a kitchen, toilet and bath and sink facilities. These facilities do not need to be independent, and one facility may have multiple functions (such as a bath, toilet and sink in a single room).

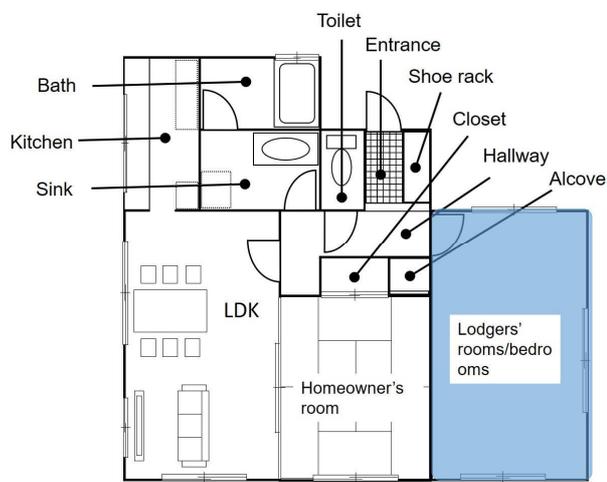
- Kitchen:** The lodger must have enough space to cook, and the proper cooking equipment must be supplied
- Bathroom:** A bath or a shower that supplies hot water
- Toilet:** Japanese style or Western style toilets with natural or mechanical ventilation
- Sink facilities:** A facility that can provide a regular supply of drinkable water/hot water, such as tap water, and has a mirror

Note: **A minimum of 3.3 m² of living space must be provided per guest.**
(Act Article 5, Ensure the health of the lodger)

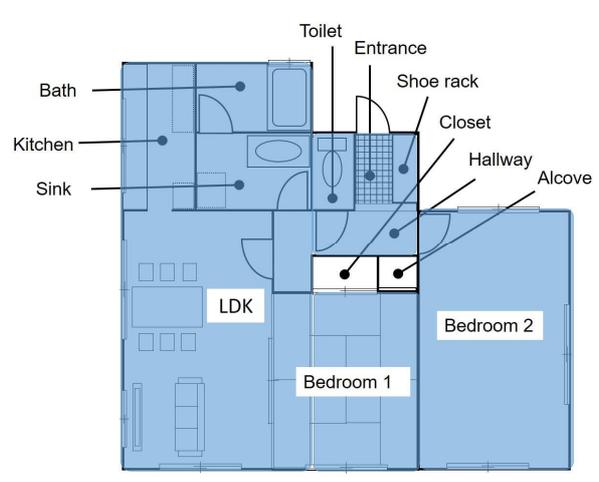


- Q. What is “living space?”
- A. This refers to the total area the lodger can use exclusively. This does not include closets and alcoves. In residences where the owner also lives in the residence, this does not include the kitchen, bath, toilet and sink facilities, hallways, etc. that the lodger does not use exclusively.

Living spaces differ between residences where the owner also lives in the residence and residences where the owner does not live in the residence (see the diagrams below). The living area is measured from inside wall to inside wall (net floor area), whereas bedrooms and common spaces used by lodgers are measured from midpoint of wall to midpoint of wall (net floor area plus half the wall thickness).



Living space in residences where the owner also lives in the residence



Living space in residences where the owner does not live in the residence

4. Residence requirements (Act Article 2)

Residences must be one of the following types of residence that are approved as habitable and are not intended for business purposes (excluding residences for people's lodging and residences for people's tenancy):

- (1) Residences where people currently live
These are residences where people currently make their place of continuous residence; residences used for the short-term are not eligible.
- (2) Residences where tenants are being solicited
These refer to residences where tenants are solicited to live in, either by selling or leasing, while the private lodging business is in operation.
Residences do not qualify if it is clear that there is no intention of soliciting tenants, e.g., advertisements intentionally state unfavorable terms and conditions contrary to fact.
- (3) Residences that are used by owners, tenants or subletters on an irregular basis
These refer to residences which are not used for purely living purposes but where their owners, etc. live in on an irregular basis for equivalent purposes.
<Examples>
 - Secondary homes where they stay only during the holidays
 - Homes which they have vacated temporarily and are not their main living quarters due to job transfer but which they continue to own to move back into in the future
 - Old residences that are not their main living quarters but are used as secondary homes

5. Securing the safety of lodgers (Act Article 6)

To ensure the safety of your lodgers during fires and other emergencies, you must take safety measures based on MLIT Announcement no. 1109, according to the build, size and other factors of your certified residence, such as installing emergency lighting and posting evacuation routes. The details of these safety measures are listed in the *Minpaku no Anzen Sochi no Tebiki* (Guide to Safety Measures for Minpaku; last updated by the Building Guidance Division, Housing Bureau, MLIT on June 24, 2019).

When submitting a notification, you must attach the **checklist for measures necessary to secure the safety of lodgers (page 56, Attachment 6)**. As a rule, please request the services of a registered architect to confirm and complete the checklist.

Please consult with the Construction Guidance Division about emergency lighting, firewalls and other safety measures.

In addition, you must adhere to the fire laws and regulations. This includes installing equipment and following regulations regarding fire safety management (the Fire Service Act), and submitting a notice of commencement of building usage (*Bouka-taishoubutsu shiyō kaishi todoke*) (fire prevention ordinance).

Upon checking in advance with the fire department that has jurisdiction over your area, please consult about posting evacuation routes, installing fire alarms, sprinklers and other equipment, and other matters required by fire laws and regulations, such as a notice of commencement of building usage [*Bouka-taishoubutsu shiyō kaishi todoke*]. After consulting with the fire department, please complete a **record of advanced consultation (page 55, attachment 5)** with the date, the department you consulted, and details of your consultation session.

Applicability of Safety Measures According to the Structure and Size of the Certified Residence

Detail of safety measures (articles in MLIT announcement no. 1109)	Structure and size and other factors of the certified residence			
	Houses and townhouses		Apartments and boarding houses	
	Residences where the floor area of the bedroom is 50 m ² or less, and the owner lives on the property ¹	Any residences in which conditions on the left do not apply	Residences where the floor area of the bedroom is 50 m ² or less and the owner lives on the property ¹	Any residences in which conditions on the left do not apply
Emergency lighting (Announcement Article 1)	×	Necessary as a rule for bedrooms and evacuation routes from bedrooms (route from the bedroom to the ground level) ²	×	Necessary as a rule for bedrooms and evacuation routes from bedrooms (route from the bedroom to the ground level) ²
Firewalls (Announcement Article 2, item 1)	×	○ Only when multiple groups will be staying in different bedrooms	×	○ Only when multiple groups will be staying in different bedrooms
Other safety measures (Announcement Article 2, item 2 a–e)	○ ³		×	

○: Measures are generally necessary ×: No special measures necessary

1. Certified residences in which the private lodging business operator lives on the property and will not be leaving the premises during the lodger’s stay, excluding temporary absences. (Refer to page 26, **Chapter 2, 8. Relegation of management duties of private lodging businesses** for information about absences.)
2. The applicability of safety measures varies by the structure and size of the certified residence. For more information, please see the *Minpaku no Anzen Sochi no Tebiki* (Guide to Safety Measures for Minpaku; last updated by the Building Guidance Division, Housing Bureau, MLIT on June 24, 2019).
3. Not necessary for certified residences where the floor area used by lodgers and staircases are less than the designated amount

6. Area and term limit (Act Article 18, Ordinance Article 11)

According to the Act, ordinances enacted according to the laws and regulations may limit areas and terms for private lodging businesses up to a rational limit to prevent them from damaging the living environment of the surrounding area due to the noise and other activities such businesses generate.

According to Shinjuku City’s ordinance, for example, **private lodging businesses are forbidden to operate from Monday noon to Friday noon in exclusive residential districts***.

If the building property is located in both exclusive residential districts and other districts, the property will be considered part of an exclusive residential district if more than half of it is in the exclusive residential district.

If you are unsure of the type of district your lodging business is located in, please check the Information on City Planning (District Categories) section on the Shinjuku City website.

○Information on City Planning (District Categories)

Search for “用途地域 (district categories)” on the Shinjuku City website

Inquires: Urban Planning Section, Urban Planning Division, Urban Planning Department

Tel: 03-5273-3571

- * Exclusive residential districts include Category 1 low-rise exclusive residential districts, Category 2 low-rise exclusive residential districts, Category 1 medium- to high-rise exclusive residential districts and Category 2 medium- to high-rise exclusive residential districts.

7. Garbage management (Ordinance Article 8)

Private lodging business operators or their designated management entities are responsible for handling the garbage from their businesses (such as garbage that lodgers produce), and must dispose of them as business-related garbage.

(1) How to dispose of garbage

If you cannot dispose of the garbage yourself, please hire a general garbage processing company approved by Shinjuku City and an industrial garbage processing company certified by the Tokyo Metropolitan Government. Garbage is sorted into combustible garbage (general garbage), noncombustible garbage (industrial garbage) and recyclable resources. All private lodging business operators (or their respective management entities) must consult with the garbage processing company about how to sort garbage. Please do as much as you can to reducing garbage by recycling and through other methods.

By the first day of garbage collection, you must enter into a written contract with a general garbage collection and transportation company, an industrial garbage collection and transportation company, and an industrial garbage disposal company.

○ General garbage processing company

Search for “一般廃棄物処理業者 (general garbage processing company)” on the Shinjuku City website

Note: Enter into a contract with a company from the list with a ○ in “普通” for the certification category

Inquiries: Business-related Waste Reduction Section, Waste Reduction and Recycling Division, Environmental Management Department, Shinjuku City Office

Tel: 03-5273-4363

○ Industrial garbage processing company

Search for “東京都産業廃棄物処理業者検索” on the Tokyo Metropolitan Government website

Inquiries: Industrial Waste Management Section, Sustainable Materials Management Division, Bureau of Environment, Tokyo Metropolitan Government

Tel: 03-5388-3586



(2) Necessary procedures for disposing of garbage

1) Disposal procedures and location

Do not make lodgers dispose of garbage. You as the private lodging business operator or your management entity must handle disposal. Be sure to dispose of garbage in locations decided upon with the garbage processing company. Please be considerate of your neighbors and sanitation, and store the garbage until collection day, making sure the garbage does not spill, which will help prevent bad odors and rat and pest infestations.

2) Procedures related to garbage disposal

If you as the private lodging business operator or your management entity hires a garbage processing company to process garbage, please complete the **confirmation for private lodging business related garbage (page 54, attachment 4)** and have the Waste Reduction and Recycling Division confirm it.

If hiring a garbage processing company proves difficult, you must have a meeting with Shinjuku City regarding the city's paid collection services. Please contact the Waste Collection Office or Waste Collection Center with jurisdiction over the area where your certified residence is located. The procedures may take a few days to complete.

When submitting a notification for a private lodging business, it is necessary to attach a confirmation for private lodging business related garbage.

8. Prior notification to surrounding residents (Ordinance Article 7)

How and what to notify

Anyone wishing to operate a private lodging business must submit a public notice announcing points 1 through 6 below to the neighboring residents in writing **at least seven days before submitting the notification.**



Notification items

- 1) The name of your business, your personal identity or title, and contact information
- 2) The fact that the residence will be used for a private lodging business
- 3) Location of the residence
- 4) Intended start date of the service
- 5) Matters that must be explained to lodgers (refer to **page 21, Chapter 2, 4. Explanation to lodgers**)
- 6) If you will be entrusting management duties to a private lodging business management entity, state the name of the business, personal identity or title, and contact information for the company

Please notify surrounding residents through briefing sessions, visits to individual homes, posting on bulletins or other methods for each of your certified residences. If there is any feedback or inquiries from local residents, respond with sincerity and work on gaining their understanding.

When submitting the notification, you must fill in a **completion of explanation report (initial) (page 49, attachment 1)** by stating that you have made your announcement and providing a detailed explanation of the announcement, and report that to the mayor.

Persons you must provide explanations to

When starting a service or when there is a change, you must explain to the persons noted in points 1 through 3.

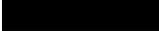
- (1) Tenants of the same building as your certified residence (including stores and other businesses) **[Procedure 1]**
In principle, this includes other buildings on the same property.
- (2) Residents living in adjacent buildings and other buildings *defined in the City Rules* (including stores and other businesses) **[Procedure 2]**



- ① Buildings in adjacent properties of the building where your registered residence is located. (This excludes cases where the horizontal distance between the exterior walls of the buildings is more than twenty [20] meters.)
- ② If the property where your registered residence is located is adjacent to roads, parks or other empty spaces (hereafter “roads, etc.”), buildings located on properties within ten (10) meters from the border of the registered residence’s property and the road, etc. (This excludes cases where the horizontal distance between the exterior walls of the buildings is more than twenty [20] meters.)

- (3) Other persons who may require an explanation, such as those who request them
Ex. The head of the management association of the building where your certified residence is located (such as the chairperson); the heads of the town councils and community groups of the area where your certified residence is located; anyone for whom the neighboring area affects their livelihood, such as those who own a private road in the area

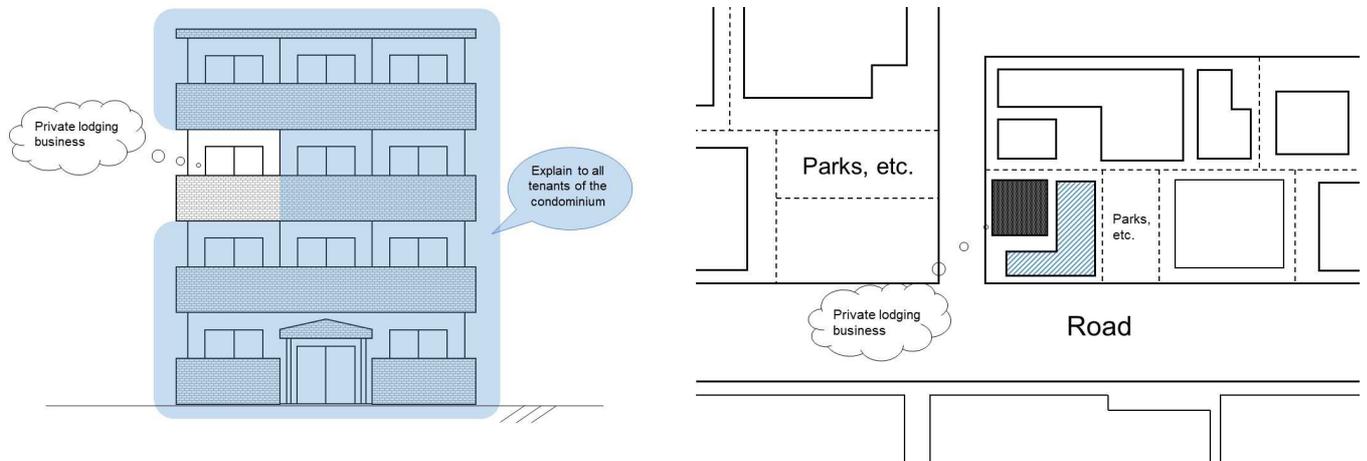
Diagram of procedures indicating persons such as area residents you must provide explanations to

-  Building where your certified residence is located
-  Buildings whose residents need explanations (for apartments this includes all tenants including businesses)
-  Parks, etc. Parks, parking lots, empty plots of land, etc.
-  Premises

[Procedure 1] Persons you must provide explanations to (1)

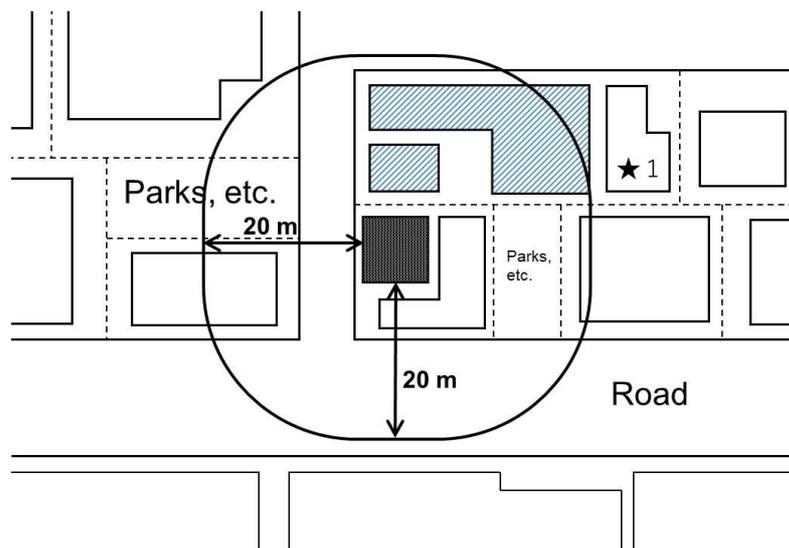
Those in all units and businesses in the same building as your certified residence must receive an explanation.

Note: In principle, this includes other buildings on the same property.



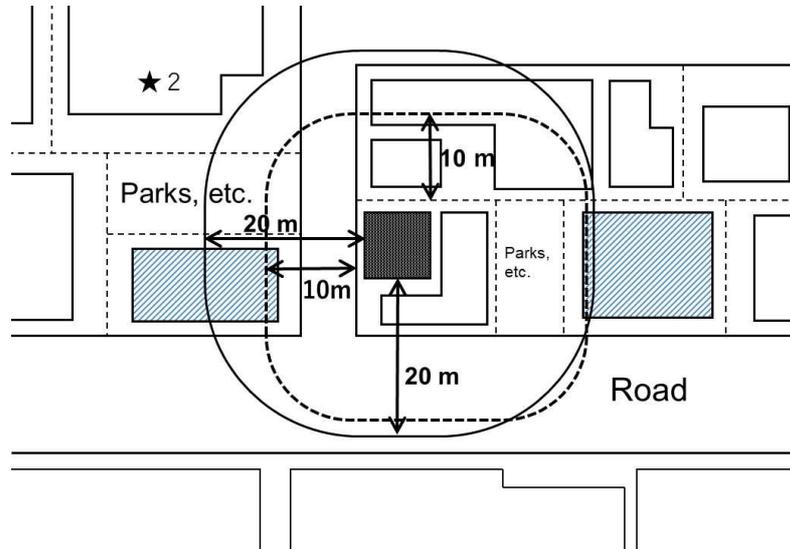
[Procedure 2-1] Persons you must provide explanations to (2)–① above

Those in buildings on properties adjacent to your certified residence. If a building is on an adjacent property but the distance between the external walls of the buildings is more than twenty (20) meters (★1), explanations are not necessary under the ordinance.



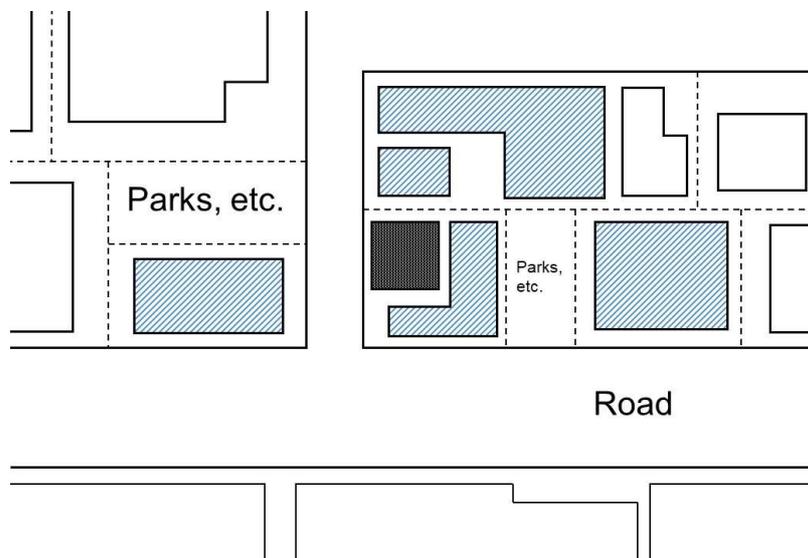
[Procedure 2-2] Persons you must provide explanations to (2)–②above

- First, confirm the perimeter of the range within ten (10) meters from the property where your certified residence is located.
- Next, confirm which premises are within that range.
- Confirm all buildings within those premises. Buildings located more than twenty (20) meters from the external wall of the building where your certified residence is located (★2) do not require an explanation under the ordinance.
- Finalize the list of those people you must provide explanations to after confirming the above.



[Summary]

- When running a private lodging business in the building indicated by ■ in the figure below, those in buildings indicated by ■ must receive explanations according to the ordinance and rules.
- If requested, provide explanations to the heads of the town council and community group, those who own a private road in the area, etc.
- Please attach to the completion of explanation report: copies of any documents used to provide explanations; and documents showing the persons to whom explanations were provided. If feedback was received from surrounding residents, please also attach documents describing such feedback.



Points to confirm before submitting a notification

Checklist

- 1. Do any of the reasons for disqualification apply to you?
- 2. Is running a private lodging business allowed in your building?
 - Did you check your leasing contract and management bylaws?
- 3. Does your certified residence have a kitchen, bath, toilet and sink facilities?
 - Is 3.3 m² or more of living space provided for each lodger?
- 4. Did you check if the residence is habitable?
- 5. Did you institute the required safety and security measures in your certified residence?
 - Did you confirm safety measures (installation of emergency lighting, signs indicating evacuation routes, etc.)?
 - Did you confirm that your certified residence conforms to all fire laws and regulations?
- 6. Did you confirm the district category for the location of your certified residence?
- 7. Did you complete a confirmation report regarding garbage disposal?
 - Confirmation of garbage disposal procedures
 - Did you confirm the details of the contract regarding the collection, transport and disposal of garbage?
 - Confirmation of garbage disposal location
 - Has the garbage disposal location been decided?
 - Confirmation of garbage disposal procedures
 - Has the party responsible for garbage disposal been decided?
 - Is garbage managed and stored in a sanitary way?
- 8. Have you provided explanations to neighboring residents?



If you've checked all the boxes above, proceed to **Chapter 2: Operations** to confirm that you have the necessary structure for accepting lodgers.

Chapter 2: Operations

This chapter explains preparations for starting a private lodging business and systems that need to be put in place before you begin accepting lodgers.

1. Sign installation (Act Article 13)

Sign types

Every certified residence must post the proper sign according to the type of business. The size and color of the signs are designated by the rules. The city issues the signs.

(1) Operator in same residence
(Form 4)

(2) Operator on same property
(Form 5)

(3) Operator unavailable/management entrusted to a management entity
(Form 6)

(1) Operator in same residence

- The private lodging business operator handles management duties
- There are five or fewer bedrooms in the registered residence
- The owner will be onsite while lodgers are present (this excludes temporary absences)
- The private lodging business operator lives in the certified residence

(2) Operator on same property

- The private lodging business operator handles management duties (excluding cases where the private lodging business operator is a private lodging business management entity)
- There are five or fewer bedrooms in the registered residence
- The private lodging business operator's residence is in the same building or on the same (or an adjacent) property as the certified residence

Note: If the property is large and due to circumstances such as the houses being far apart it is apparent that the operator cannot acknowledge noise or other events going on in the certified residence even if they are in their own home, a private lodging management company must be hired.

(3) Operator unavailable/management entrusted to a management entity

- Cases other than (1) and (2) above



Q1. What is approved as “temporary absence”?

A1. This refers to absences within the range of time (generally one hour) necessary for ordinary daily activities.

Ex.) Buying necessities

Q2. What cases are considered as absences?

A2. 1. It will be considered an absence if the private lodging business operator is absent and has someone present in his/her stead.

2. If the private lodging business operator is a company, it will be considered an absence even if an employee is a resident of the certified residence.

Where to post signs

You must post the proper sign according to the type of certified residence in a place easily seen by the public. Please post the sign around 1.2 to 1.8 meters above ground level, such as the gates or entrance (e.g., the main entrance of the building of the certified residence).

In addition to each unit and location, please also post simple signs easily seen by the public, such as at shared entrances and the mailbox station of the building. The city also issues these simple signs, as shown below.

Please consult with the management association in advance in the case of condominiums.



Simple sign (example)

2. Ensure the health of the lodger (Act Article 5)

Periodically clean and ventilate your certified residence and its facilities to keep everything sanitary, and dehumidify them to prevent mites and mold. There must be 3.3 m² or more of living space per lodger. (Refer to page 9, **Chapter 1, 3. Facility requirements** about living space.)

(1) Cleaning

- Keep guest rooms, entrances, bathroom areas, sinks areas, toilets, hallways and staircases clean at all times
- Clean the residence after each guest leaves



(2) Ventilation

- Keep intake ducts for ventilation open at all times
- If there are ventilation systems installed, use them sufficiently
- Install screens or other measures on windows to prevent bugs from entering

(3) Sleeping equipment and other supplied items

- Prepare sufficient numbers of clean bedsheets, blanket covers, and pillowcases for each lodger
- Sleeping wear, bedsheets and other items that come into direct contact with skin must be laundered before they are provided to other lodgers. If your lodgers will be staying for multiple nights, replace sleeping wear every day and replace the other items at least once every three days.
- If you will be providing combs, cups or other items in the guestroom or bathroom area, ensure that they are clean

Once lodgers leave, check for damage in the rooms and facilities, and for items that lodgers may have forgotten.

3. Create and maintain a lodger registry (Act Article 8)

The personal identity of all lodgers must be confirmed before they start using your certified residence. You must confirm their identities in person or via an equivalent method. Once confirmation is complete, enter the necessary information in the lodger registry and store the registry safely.

Note: All lodgers must be entered in the registry. Entering only a representative is not acceptable. Enter information in a way that the members of each lodging contract (lodging group) are clearly understandable.

For long-term lodgers, take a headcount of the group members and check to see if there are any suspicious persons staying during periodic cleaning and other times to prevent persons who did not have their personal identity confirmed at the time of check-in from staying in your certified residence and if there are any persons missing. It is especially important to confirm through periodic meetings or other methods for lodgers staying seven days or more.



Q. What are methods equivalent to in-person?

A. This refers to methods such as those using information and computer technology that fulfill both of the following:

1. The face of the lodgers and their passports can be clearly confirmed from a picture
2. It can be confirmed that the picture above was sent from within the certified residence or nearby, such as the office of the private lodging business operator or management entity

Ex.: Methods using the video telephone or tablet terminals available at your certified residence

About the lodger registry

- (1) Storage location: at the certified residence or in the sales office/office of the private lodging business operator/management entity
- (2) Storage term: three years from the date of creation
- (3) Information to enter: lodger names, addresses, occupation, dates of stay. (For foreigners who do not have an address in Japan, also include their nationality and passport number.)

- Be careful about handling personal information, including not using it for purposes other than private lodging business and properly disposing of registries after the storage term ends.
- For foreigners who do not have an address in Japan, store a copy of their passport with their registry.

Note: If a lodger refuses to present his/her passport when the operator requests, explain that they are required by the government to do so. If they still refuse, take appropriate measures, such as contacting the nearest police department, since the lodger may not have a passport.

Ex.

Lodger Registry*						
Address						
Name				Contact information		
Occupation		Nationality		Passport number		
Start date of stay				End date of stay	Days of stay	
Previous area of stay				Destination		

Note: Add categories as needed

4. Explanation of items to prevent negative effects on the neighboring environment (for lodgers) (Act Article 9)

Shinjuku City’s ordinance designates the responsibilities of the private lodging business operator or management entity as well as the responsibilities of the lodgers. The basics of behavior are to be considered in relation to others.

In particular, the difference in lifestyles such as customs unique to Japan may be confusing for foreign lodgers. It is essential for the private lodging business operator or management entity to ensure that lodgers understand the rules and follow them.

Please take care to maintain the living environment and take appropriate actions so there are no issues with neighboring residents.

How to explain necessary matters to lodgers

In addition to supplying each living space with the necessary rules and items in writing, the private lodging business operator or management entity must provide ways for lodgers to check the necessary matters as needed while staying in the certified residence, such as by displaying them on tablet terminals.

Post the information in a place that lodgers can easily see, or use other methods to catch their attention.

(1) Matters to consider for preventing noise

In addition to lodgers talking loudly or making noise in their rooms, noise such as conversations on the balcony or common hallways, the sound of rolling wheeled luggage, and the sound of slamming doors may lead to issues with neighboring residents.

The sound from the outside unit of air conditioners or audio equipment may also lead to issues. Considerations must be made especially early in the morning, late at night and on holidays. Before starting a private lodging business, check the area around equipment and facilities.

Causes of noise and specific countermeasures

Examples of causes of noise	Specific countermeasures
The sound of wheeled luggage or conversations in the common areas or surrounding streets	- Caution lodgers - Be sure to tell lodgers the check-in times, check-in procedures and simple directions to the facility
Footsteps and the sounds of objects falling	- Use floorboards with high cushioning properties - Caution lodgers
TV and audio equipment	- Avoid using late at night or early in the morning, and use appropriate volume - Install speakers so the sound does not travel through the building
Washing machines and vacuum cleaners	- Avoid using late at night or early in the morning
Outer unit of air conditioners	- Install in a location away from neighboring buildings
Sound of doors opening and closing	- Install soft close dampers or cushioning material
Conversations in the room or the balcony	- Do not leave windows open - Caution lodgers

(2) Matters regarding garbage disposal

Private lodging business operators or management entities must have a correct understanding of garbage disposal methods. Please provide ample explanation to lodgers regarding the designated method (such as sorting garbage and disposing of it in the proper location within the certified residence) for handling garbage produced within the certified residence, and make sure they understand. Additionally, think of ways for lodgers to easily and properly sort garbage.

Garbage may not be discarded around the certified residence or thrown out on streets or in parks and other public areas.

Ex.:

- Prepare garbage cans for each sorting category as designated by the private lodging business operator or management entity
- Display instructions in multiple languages so lodgers can sort easily
- Display illustrations and/or pictures

(3) Matters regarding the prevention of fire

Preventing fires is a basic part of fire safety measures. Taking appropriate fire prevention measures according to each facility circumstances, create lists of precautions for lodgers and post them in the living space.

1. Cautions about equipment that use fire

If equipment that uses fire, such as cooking appliances (stoves, etc.) or heating appliances (heaters, etc.) is not handled appropriately, there is a danger of fire. Caution lodgers by displaying specific cases of improper use and precautions to take.

- Ex.:
- Do not place flammable objects near equipment that uses fire
 - Do not leave the area when cooking
 - Do not use cooking equipment other than the ones in the residence

2. Thoroughly enforce smoking rules

Careless handling of lighters and matches for cigarettes have the potential to cause fires and become an issue with neighbors. Establish whether smoking is allowed, and rules for smoking.

(Refer to page 23, **Smoking on the streets**)

- Ex.:
- No smoking in the room or on the balcony
 - No smoking in bed (smoking while reclining)
 - Use ashtrays filled with water; do not allow cigarette butts to be put directly in a garbage can, or to accumulate in an ashtray
 - Guide lodgers on places where smoking is permitted

3. Explain the location of fire extinguishers and their proper use

Initial fire extinguishing using a fire extinguisher is effective for small fires. Explain the location of fire extinguishers and their proper use to lodgers so they understand.

(4) Other matters to note

<Smoking on the streets>

Smoking on the streets is prohibited in Shinjuku City in all areas unless otherwise noted.

Smoking on the streets refers to smoking or possessing a lit cigarette while walking on the streets (this includes standing in one location) or while riding a bicycle, etc. Smoking on the streets is prohibited even if you carry a portable ashtray.

Private lodging business operators must inform lodgers that smoking on the streets is prohibited. Public announcement posters are available at the Shinjuku City Office and local Branch Offices. (Posters may not be posted on property you do not own.)

Please make efforts to prevent secondary smoke from cigarettes from affecting other people to help create a Shinjuku where both smokers and nonsmokers can live comfortably.



See page 39, Pamphlets for lodgers “Manners to Keep” (Japanese, English, Chinese and Korean)

<Avoiding secondhand smoke>

Beginning April 1, 2020, pursuant to the enforcement of the revised Health Promotion Act and the Tokyo Metropolitan Government’s Ordinance to Prevent Passive Smoking, indoor smoking will be banned as a rule at facilities used by two or more people (gymnasium, theater, viewing hall, assembly hall, exhibition space, department store, office, beauty salon, entertainment center, etc.). Habitable places and residences certified for the private lodging business are not subject to the ban. However, even in places which are exempt from the ban, efforts must be made to take the necessary measures to avoid secondhand smoke in the case of establishing smoking areas. Smoke from cigarettes spreads and, depending on the wind, may flow toward pedestrians and cause them discomfort. It may also lead to issues with neighboring residents, so take care.

5. Ensure the comfort and convenience of foreign lodgers (Act Article 7)

You must provide measures in foreign languages for foreign lodgers.

Specifically, make sure lodgers can view the necessary information after checking in to the residence, such as by providing it in writing in the living spaces and displaying it on tablet terminals.

Make sure emergency contact numbers can be quickly confirmed during disasters and other emergencies.

(1) Explain the facilities in the certified residence

Explain to lodgers the facilities that are equipped within their living space and are necessary for their stay.

Ex.: Cooking equipment (ovens, microwaves, etc.), water/hot-water facilities (kitchen sink, sink, toilet, bath, etc.), electrical equipment (circuit breaker, lights, air-conditioning, etc.)

(2) Provide information about transportation

Foreigners who are visiting Japan for the first time may not be knowledgeable about transportation or traffic matters. There is also a possibility of lodgers entering the wrong house if they do not know the specific location of your certified residence. Provide detailed explanations about the route from the point of entry into Japan to your certified residence.

Ex.: If the lodger use public transportation

Explain how to take public transportation, and provide the lodger(s) routes to the destination. It may help to provide landmarks along the route as well.

(3) Provide information about emergency contact numbers for disasters such as fires and earthquakes

Explain about emergency contact numbers to help lodgers know what to do if they are involved in fires or other troubles.

Ex.: -In case of fire: call 119

- If you are involved in a crime or accident: call 110
- If you are ill: Find medical institutions that can provide help in a foreign language from the Tokyo Metropolitan Health and Medical Information Center Himawari
- Contact information for embassies: list of foreign delegations in Japan
- Other troubles: contact information for the private lodging business operator or management entity

Note: To secure the safety of lodgers during disasters such as earthquakes, the private lodging business operator or management entity must thoroughly explain to lodgers about evacuation sites near the certified residence and the information listed on “Preparing for disasters: the basics of disaster countermeasures.”

Search for “Preparing for disasters” on the Shinjuku City website

Languages: Japanese, English, Chinese, Korean, Vietnamese, Nepalese, Burmese, French, Thai, Tagalog

See page 39, pamphlets for lodgers “In an emergency” (Japanese, English, Chinese and Korean)

6. Responding to complaints and recording them (Act Article 10, Ordinance Article 9)

When running a business, there may be complaints or other negative feedback from neighboring residents and lodgers. If you respond to a complaint, you must record the details of the complaint as well as the date of your response and the details of the response, and store such records for three years. If there are any complaints of inquiries from neighboring residents of your certified residence, respond to them properly and quickly.

While discussing an issue, it is important to think about matters from the other party's point of view to solve the problem more quickly. Maintain a humble attitude when listening to their opinions and respond with sincerity.

Responses to complaints

- (1) Respond to claims or complaints in person or on the phone at all times, regardless of whether it is late at night or early in the morning.
- (2) Respond to complaints and inquiries even when lodgers are not currently in residence.
- (3) It is important to respond with sincerity. For example, if you cannot answer the question right away, special care is necessary such as giving them an estimated date you will answer and providing an answer on a later date.
- (4) If there is a complaint against a lodger during their stay and there are no signs of improvement after warnings, respond appropriately, such as by going to the room in question and directly asking the lodger to leave. If a private lodging management entity needs to ask a lodger to leave, they must receive the authority to end a contract from the party hiring the management entity.
- (5) If an immediate response is needed on the complaint or inquiry, contact the appropriate organization—such as the police, fire department or medical institution—and also go to the room yourself.

See Complaints and response report (page 63, attachment 7)

7. Periodic notifications (Act Article 14)

Private lodging business operators must submit a two-month report for each certified residence through the minpaku program operation system by the fifteenth of February, April, June, August, October and December of each year.

Matters to report: the number of days lodgers stayed, number of lodgers, total number of lodgers, and number of lodgers by nationality

Ex.: for total number of lodgers, if one lodger stayed for three days, count it as three lodgers.

- Please be aware that operators will not be able to make revisions through the system on and after the sixteenth.

- Operators will need to submit a report even if no one stayed at their residence.

Calculation of dates

Noon to noon on the next day is considered one day. Private lodging businesses may be run for up to 180 days per year (noon on April 1 to noon on April 1 of the following year). This excludes exclusive residential districts.

Note: If the operator of a residence changes within the year, the calculation of days will be continued.

If the private lodging business is run like a love hotel—meaning rental of a room is made available by the hour—the police will respond under the Entertainment Business Act. You may also be issued an operation improvement order under the Private Lodging Business Act.

8. Relegation of management duties of private lodging businesses (Act Article 11)

If either of 1 or 2 below applies, management duties related to your certified residence must be entrusted to a single private lodging management entity. Sign a contract with the management entity and explain to them the details of the notification and attach documents in advance. You may not entrust management duties to multiple management companies, or handle some management duties yourself.

1. If the number of rooms managed by the private lodging business operator is greater than five
2. If the private lodging business operator will be absent* when lodgers are staying (excludes temporary leaves or absences)

* This does not apply if the private lodging business operator lives in the same building or on the same or an adjacent property as the certified residence. This excludes cases if the property is large and due to circumstances such as the houses being far apart, it is apparent that the operator cannot acknowledge noise or other events going on in the certified residence, even if they are in their own home.

(For information about temporary absences, refer to page 18, **Chapter 2, 1. Sign installation** Q&A)

Matters to confirm when handing over management duties

When entrusting management duties to a private lodging management entity, confirm that the entity you plan to use is certified, and clearly set the range of management duties and the party responsible before signing a contract.

Also confirm that a private lodging management entity has a system in place so that they can easily access the certified residence. Specifically, the management entity must be able to reach the certified residence within roughly thirty minutes when there is a complaint. If it is anticipated that it will take time to get to the location due to traffic conditions and other situations, however, the management entity must arrive within roughly sixty minutes.

Private lodging management entities entrusted with management duties will be responsible for the following:

- (1) Ensure the health of the lodger (Act Article 5)
- (2) Ensure the lodger's safety (Act Article 6)
- (3) Ensure the comfort and convenience of foreign lodgers (Act Article 7)
- (4) Create, maintain and make available a register of lodgers (Act Article 8)
- (5) Explain to lodgers (Act Article 9)
- (6) Respond to complaints and recording them (Act Article 10, Ordinance Article 9)
- (7) Garbage management (Ordinance Article 8)

Other matters to note

If management duties have been entrusted to a management entity, the private lodging business operator does not have to be absent at all times.

If entrusting management duties to a management entity is not necessary, a private lodging business operator who is constantly within the certified residence may hire specialized companies that are not private lodging management entities for a portion of management duties such as cleaning. In this circumstance, Articles 5 through 10 of the Act apply to the private lodging business operator.

9. Others

Measures to take when infectious diseases occur

If a lodger is diagnosed with a serious infectious disease that can easily infect others, or if they are suspected of having said diseases, the private lodging business operator must report it to the Public Health Center. Follow instructions from the Public Health Center and take the appropriate measures, such as disinfecting rooms and disinfecting or discarding bedding and other equipment used by the lodger. Please also report to Public Health Center any other matters that will or may lead to public health concerns.

Enrolling in insurance

It is recommended that private lodging business operators consider the risks of running a business and enroll in appropriate forms of insurance (fire insurance, liability insurance against third parties, etc.).



Points to confirm after starting a business

Checklist

- 1. Did you confirm the correct location for setting up signs?
- 2. Did you confirm that the facilities and equipment in the residence are hygienic?
- 3. Did you confirm how to complete the lodger registry?
- 4. Do you have foreign-language support for foreign lodgers?
- 5. Did you confirm the matters that you need to explain to lodgers?
 - Explanation to lodgers
 - Did you decide how to explain to lodgers?
 - Did you prepare any foreign-language materials for foreign lodgers?
- 6. Did you confirm how to respond to complaints?
- 7. Did you confirm how to calculate the number of days a lodger stays?
- 8. Did you confirm the responsibilities of periodic reporting?
- 9. Did you confirm the conditions for entrusting management duties to a management entity?



If you've checked all the boxes, go on to **Chapter 3: Procedures** to learn about notification procedures.

Chapter 3: Procedures

This chapter provides information on how to complete procedures and necessary documents.

1. Notification procedures (Related to Act Article 3)

Anyone wishing to operate a private lodging business must fill out the required fields of the private lodging business notification form and submit it, together with accompanying documents. Notifications for private lodging businesses are generally done through the Internet*, using the minpaku program operation system. Please see the website of the Japan Tourism Agency for details. Note: If you find it difficult to submit notifications through the Internet, please consult with the Sanitation Division.

Portal website for private lodging

<http://www.mlit.go.jp/kankocho/minpaku/>

Search for “minpaku” or “minpaku portal”



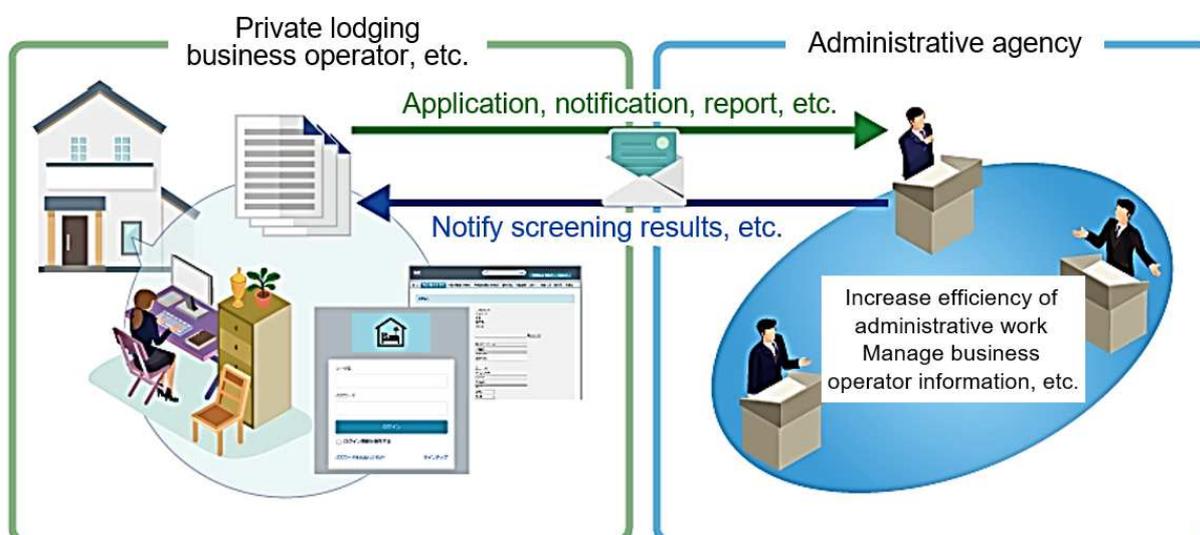
You can also access the website through this code

Service window procedures

Even if you will be submitting documents at the service window, you must still use the minpaku program operation system (the “System”) to complete the notification form. After we have received the notification form, the System will be used for filling out a notification of change form and other notifications and for submitting periodic notifications. Please visit the website above to complete the procedures for utilizing the System.

If you will be completing procedures at the service window, please note the following:

- (1) If you will be running the business as a solo operator, you will be required to present personal identification documents (nonexpired documents with your picture, such as a driver’s license, passport or individual number [“My Number”] card) to confirm your identity.
- (2) If a proxy will be submitting notifications for you, a proxy letter from the operator and personal ID of the proxy must be presented.



Necessary information when submitting notifications

The matters necessary to complete on the notification form are the following:

Necessary information	
1	The name of your business, your personal identity or title, address
2	For companies: names of executives
3	For minors: legal representative's name and address (if the legal representative is a company, provide the business name or title, address, and names of executives)
4	Location of residence to be certified
5	If you are going to establish a sales office or office, provide the office name and location
6	If you are entrusting management duties to a private lodging management entity, provide the name of the entity, personal identification or title of the person in charge, date of registration, registration number, and details of the duties you are entrusting to the entity
7	For solo operators: date of birth and gender
8	For companies: dates of birth and genders of executives
9	In the case of minors, the date of birth and gender of their legal representative (if the legal representative is a company, provide the dates of birth and genders of executives)
10	For companies: corporate number
11	In the case of private lodging management entities, provide date of registration and registration number
12	Contact information
13	Real estate number
14	Type of housing according to enforcement rules for the Private Lodging Business Act, Article 2
15	Whether it is a house, a townhouse, apartment or boarding house
16	Size of the residence
17	If the operator will not be absent while lodgers are in residence, confirmation of that
18	If you are a tenant of a room, whether the property owner approves of subleasing for a private lodging business
19	If you are a subletter, whether the property owner and sublesser approves of subleasing for a private lodging business
20	For condominiums, confirm there are no regulations against private lodging businesses in the management bylaws. Even if there is nothing in the management bylaws, confirm whether the management association allows it.

Specifics regarding notification matters are as follows:

◆ Unit to notify

A kitchen, bath, toilet and sink facilities are the minimum standard for a unit.

◆ How to enter the information

The notification must be completed in Japanese. However, for proper nouns such as names and addresses, you may enter the information in a foreign language.

Note for 2 above: Executives refer to the following people:

- (1) For a joint stock corporation, executive directors, executive officers, accounting advisors (if the accounting advisor is a corporation, the employee responsible for the duties), and auditors.
- (2) For general partnership companies, joint-stock companies and limited liability companies, if the employee responsible for duties has been stipulated in the company statute, the name of that employee. For other cases, the name of all employees
- (3) The director and auditor secretary for incorporated foundations and organizations
- (4) For special public corporations, the director general, chairperson, vice president, deputy chairman, executive directors, board members, auditor secretaries, and others defined as executives by law

Note for 4 above: Location of the residence to be certified

To clearly identify the certified residence, also include the name of the building/apartment and the room number.

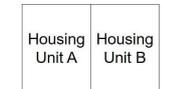
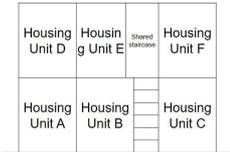
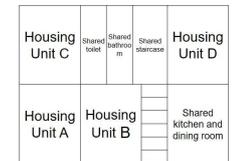
Note for 6 above: Details of the contract when entrusting management duties to a management entity

You as a private lodging business operator must also submit the matters listed on documents issued by the management entity when signing a contract entrusting management duties to such an entity.

If those matters are listed on the contract, you may submit a copy of that document instead.

Note for 15 above: About houses, townhouses, apartments and boarding houses

Refer to the following list for details on the type of your certified residence:

Houses	This refers to single homes, and includes two-household houses with access between them.	
Townhouses	Single buildings that can be occupied by multiple households and have no common areas such as hallways and stairways. Each room must have an independent kitchen, bath, toilet and other facilities	
Apartments	Single buildings that can be occupied by multiple households and have common areas such as hallways and stairways. Each room must have an independent kitchen, bath, toilet and other facilities	
Boarding houses	Single buildings that can be occupied by multiple households; kitchen, baths, toilets and other facilities are shared by multiple households	

Note for 16 above: About the size of the residence

- Living area for lodgers refers to the area that can be solely occupied by the lodgers (does not include common areas such as kitchens, baths, toilets, sink facilities and hallways or closets and alcoves). It will be calculated using the interior dimensions for measurements (the area measured using the distance from inside wall to inside wall).
- Bedroom area refers to the floor area of the room where the lodger(s) will be sleeping (does not include closets and alcoves within that room). Calculate the floor area by using the horizontal projected area surrounded by the central line of walls and other borders (the area as seen from directly above the building).
- Floor area used by lodgers (excluding bedrooms) refers to the floor area (excluding the bedroom) used by lodgers, regardless of whether it is solely used by the lodger or shared with the private lodging business operator (this includes, kitchens, bath, toilets, sink facilities, closets and alcoves). Use the same calculation methods you did for the bedroom area above.

Note for 17 above: Confirmation that the operator will not be absent while lodgers are in residence
This information is required to confirm the installation duties of safety measures as stipulated in Act Article 6. This refers to situations where the private lodging business operator lives in the certified residence while lodgers are in residence (includes cases where the private lodging business operator will be staying in certified residences such as holiday homes when lodgers are in residence), and the operator will not be absent during that time, excluding temporary absences as stipulated in Act Article 11, paragraph 1, item 2. This only applies in cases in which the operator is living within the certified residence, and does not include cases stipulated in MLIT and MHLW Rules, Article 9, paragraph 4, such as if the operator lives in an adjacent property.

Reference: MLIT and MHLW Rules Article 9, paragraph 4

For cases designated by MLIT or MHLW enforcement orders for Act Article 11, paragraph 1, item 2, both of the following must apply:

1. Cases in which the private lodging business operator lives in the same building as the certified residence or on the same or an adjacent property (this excludes cases where it is apparent that the private lodging business operator cannot confirm the deterioration of the living environment due to noise and other issues caused by lodgers at the certified residence).
2. If the private lodging business operator handles management duties personally for certified residences that are living areas for lodgers, and the number of residences is five or fewer.

Notes for 18 and 19 above: Tenants and subletter

- You are a tenant even if the property owner of the unit is a family member.
- You are a subletter even if the sublesser is a family member.

Note for 20 above: Confirmation that there are no regulations against private lodging businesses in the management bylaws, and even if there is nothing in the management bylaws, that the management association allows it

- Regulations against private lodging businesses in the management bylaws include cases where the bylaws ban private lodging businesses as well as businesses encompassing the private lodging business, such as a business where lodgings are provided for a fee. In cases where the bylaws allow only some aspects of a private lodging business, it will be construed that the bylaws ban all other aspects of the private lodging business.
- Cases in which the management association allows private lodging businesses even if there is nothing in the management bylaws mean that the general assembly or administrative board of the management association has not passed a policy against private lodging businesses.

Documents to submit for notifications

Necessary documents (documents marked with asterisk [*])		Person submitting notification	
		Company	Individual
1	Private lodging business notification form	*	*
2	Articles of incorporation or active endowment	*	
3	Certificate of registered matters of company	*	
4	A certificate from the municipal mayor showing that the person submitting the notification (in the case of a company, an executive) is not subject to non-revesting after filing for bankruptcy	*	*
5	If the person submitting notification is a minor and his/her legal representative is a company, a certificate of registered matters for that company		*
6	A certificate of registered matters for the residence	*	*
7	If the residence is one in which tenants are recruited, documents proving that fact, such as ads for tenant recruitment	*	*
8	If it is a residence that is used by owners, tenants or subletters on an irregular basis, documents to prove that fact	*	*
9	Floor plan of the residence (location of each facility; room arrangement; entrances; the floor the room is located on; the floor area of the living room, bedroom and other areas used by lodgers; and safety measures based on MLIT announcement no. 1109)	*	*
10	Checklist for measures necessary to ensure the security of lodgers (page 56, attachment 6)	*	*
11	Records of advance consultation (must have a confirmation seal) (page 55, attachment 5)	*	*
12	If you are a tenant of a room, documents confirming that the property owner has approved	*	*
13	If you are a subletter, documents confirming that both the property owner and the sublesser have approved	*	*
14	For condominiums, a copy of the condominiums bylaws	*	*
15	If there are no stipulations in the bylaws regarding private lodging businesses, documents certifying that the management association has no intention to forbid the business	*	*
16	If you are entrusting management duties to a management entity, a copy of the document issued by the entity	*	*
17	A pledge acknowledging that none of the causes for disqualification apply (pages 52–53, attachment 3B for companies and attachment 3C for individuals)	*	*
18	Confirmation document regarding the disposal of waste (must have a confirmation seal) (page 54, attachment 4)	*	*
19	Completion of explanation report (initial and changes) (pages 49–50, attachments 1 and 2)	*	*
20	Document that verifies the existence of the person submitting the notification Note: It may be omitted in some cases (See page 35)		*

Specifics regarding the necessary documents

◆ Entering information on documents to attach

The documents attached to the notifications must be written in Japanese or English. If they are in English, you must attach a Japanese translation. If you cannot submit documents in Japanese or English due to special circumstances, attach a Japanese translation to them in other languages.

◆ Period of validity for certified documents from public agencies

When submitting documents certified by public agencies—which includes foreign governments approved by the Japanese government and international organizations with authority—they must be original documents issued within three months of the date of notification. Copies are not allowed.

Note for 4 above: a certificate from the municipal mayor showing that the person submitting the notification (in the case of a company, an executive) is not subject to non-revesting after filing for bankruptcy

If the person submitting the notification is a foreign national, this refers to a document issued by a foreign government approved by the Japanese government or an international organization with authority, or a document equivalent thereto, which certifies that the person submitting the notification is not considered equivalent to a person subject to non-revesting after filing for bankruptcy. If such documents are not available, a document certifying the same by a notary or public organization may be submitted.

Note for 7 above: documents proving that fact, such as ads for tenant recruitment

This refers to documents such as copies of newspaper advertisements for that recruitment, recruitment information listed on real estate websites, advertisements for recruitment, and a picture of the advertisement. The prefectural governor or other parties may confirm whether tenants are being recruited through a levy report.

Note for 8 above: documents proving that the residence is used by owners, tenants or subletters on an irregular basis

This refers to documents such as receipts from purchasing daily necessities in stores around the certified residence, receipts for public transportation between the registered residence and their primary house, and receipts for expressway use.

Note for 9 above: floor plan of the residence

- As long as the necessary information is listed, the floor plan of the residence may be handwritten.
- The following information must be provided about the floor plan of the residence:
 - (1) The location of the kitchen, bath, toilet and sink facilities
 - (2) Room arrangement and entrances
 - (3) The floor the room is on
 - (4) The floor area of the living room, bedroom and other areas used by the lodger (excluding the bedroom)*
 - (5) The location of emergency lighting, details about other safety measures, details of measures implemented for securing safety

Note: Indicate the measurements that were used for calculating the floor area

Note for 11 above: records of advance consultation (must have a confirmation seal)

Private lodging businesses must be operated in conformity with fire laws and regulations.

Regarding the measures and procedures necessary under fire laws and regulations, please confirm with the fire department with jurisdiction over the certified residence.

Notes for 12 and 13 above: documents confirming that the property owner and the sublesser have approved

There are no specified formats for these documents. Refer to MLIT documents such as the approval for subletting (reference) in the standard contract for rented residences and make revisions as necessary.

II. Operator Confirmation and Entry Chapter 3: Procedures

Notes for 14 and 15 above: documents to attach for condominiums

Refer to the following flowchart to confirm documents that must be attached:

- (1) A copy of the section of the condominiums management bylaws regarding the use of areas that can be solely used by the tenants (must be submitted by all applicable persons)
 - If private lodging businesses are allowed in the management bylaws, additional documents are not necessary.
 - If there are no rules regarding private lodging businesses in the management bylaws, the following documents must be attached.
- (2) A pledge that confirms that the general assembly or administrative board has not passed a policy against private lodging businesses at the time of the notification (Attachment 3A), meeting minutes for general assemblies and administrative board meetings conducted after the Private Lodging Business Act was promulgated (June 2017), etc.

Note for 16 above: copies of the documents issued by the management entity

This refers to a copy of the contract with the private lodging management entity.

Note for 17 above: pledge acknowledging that none of the causes for disqualification apply

The pledge must be in designated attachment 3B or 3C, and acknowledge that none of the causes for disqualification applies. It must be signed or bear the submitter's seal.

- Attachment 3B (companies): Pledge acknowledging that numbers II through IV, VII, and VIII in the chart below do not apply
- Attachment 3C (individuals): Pledge acknowledging that numbers I through VI and VIII in the chart below do not apply

Causes for disqualification	
I	Those who are designated by MLIT and MHLW enforcement orders as being unable to correctly operate a private lodging business due to mental or physical impairment (MLIT and MHLW enforcement orders) Anyone who is unable to adequately carry out the reasoning, decision-making, and communication necessary for correctly operating a private lodging business due to mental impairment
II	Those who have filed for bankruptcy and have not been revested
III	Those who were ordered to discontinue a private lodging business, and three years have not yet passed since the date of the order
IV	Those who have been imprisoned without work or heavier punishment, or have been fined under this Act or the Inns and Hotels Act, and three years have not yet passed since the period of punishment has ended
V	Organized crime members or former members who quit less than five years ago (hereinafter organized crime members, etc.) as defined by Article 2, paragraph 6 of the Act on Prevention of Unjust Acts by Organized Crime Group Members (Act no. 77 of 1991)
VI	Minors who are judged to not have the same management abilities as adults, and when any of the preceding I through V applies to their legal representative
VII	If the service will be operated by a company and if any of I through V above applies to any executive officer of the company
VIII	The business is controlled by organized crime members, etc.

Note for 19 above: completion of explanation report (initial and changes)

The documents attached to the completion of explanation report, which show the persons to whom explanations were provided, should make clear the building(s) whose tenants were given explanations, using the distances defined in the City Rules.

Note for 20 above: document that verifies the existence of the person submitting the notification
Based on the notification form submitted, the existence of the person who submitted the form is verified using the Basic Resident Registration Network System ("Basic Resident Network"). If the person who submitted the form cannot be verified from the Basic Resident Network, they will need to submit a copy of an identity document issued by the country or area where their address is located, which states their name, address, and date of birth and from which the issuing country or area can be determined.

2. Notification number and sign issuance (Related to Act Article 13)

Once the notification is submitted through the minpaku program operation system, and all the information is complete and has been confirmed, a notification acceptance report that lists a notification number will be sent via email. Afterward, the city will issue signs with the notification numbers to the private lodging business operator, and as a rule, mail them to the person who submitted the notification. After installing signs, you may start business operations.

(Refer to page 17, [Chapter 2, 1. Sign installation](#) regarding the installation of signs)

3. Public listing of certified private lodgings (Ordinance, Article 12)

Some matters regarding the certified residence may be publicly disclosed on the city website or at service windows.

Matters publicly disclosed

- (1) Location
- (2) Contact information for the private lodging business operator (if management duties are entrusted to a management entity, the name of the business, personal identity or title, and contact information)
- (3) The date explanations were provided to neighboring residents
- (4) The date the notification was submitted
- (5) Notification number
- (6) Whether the certified residence is located in an exclusive residential district



You can also access the website through this code

List of certified residences

https://www.city.shinjuku.lg.jp/kenkou/eisei03_002094.html

Search for “public listing of certified private lodgings” on the city website

4. Notifications about changes (Act Article 3, Ordinance Article 7)

(1) Notification of change

If a change will be made to the notified matters, you will need to complete procedures for changing the notified matters. As a rule, changes will be made through the minpaku program operation system using the Internet. (Refer to page 29, [Chapter 3, 1. Notification procedures](#))

◆ Relegation of management duties of private lodging businesses

In case of changing the name of the business, personal identity or title of the private lodging management entity, or the terms and conditions of the contract on the entrustment of management duties (including change in the private lodging management entity), please submit a notification before making the changes.

◆ Changes other than the above

If there are changes in the following matters, submit a notification within thirty days of the changes:

- Business name, personal identity, title, address or contact information
- Names of executives (for companies)
- Name and address of legal representative (for minors)
- Names and locations of sales offices or offices (if there are any)
- The registration number for private lodging business management duties (if the person submitting notification is the private lodging management entity)
- Type of building or size of certified residence
- The names, locations and telephone numbers of sales offices or offices
- Change in operator on same property/operator is unavailable, rental, subletting and other matters to notify

II. Operator Confirmation and Entry Chapter 3: Procedures

Please attach the following documents when submitting the notification form to change any notified matters.

The documents to be attached may differ depending on the changes to be made. Please consult the Sanitation Division in advance.

Notification matter	Documents to be attached	Deadline
Relegation of management duties of private lodging businesses*	A copy of the document issued by the management entity	Before the change
	Completion of explanation report (changes) (attachment 2: page 50)	
Business name, personal identity, title, address or contact information*	In the case of a company, certificate of registered matters of company (listing both before and after change)	Within 30 days of the change
	Completion of explanation report (changes) (attachment 2: page 50)	
Name of executive	Certificate of registered matters of company (listing both before and after change)	
	A certificate from the municipal mayor showing that the executive is not subject to non-revesting after filing for bankruptcy	
Name, location, and telephone number of sales office or office	None	
Registration date, registration number, etc. (if the person submitting the notification is the private lodging management entity)*	None	
Type of building of certified residence	If the residence is one in which tenants are recruited, documents proving that fact, such as ads for tenant recruitment	
	If it is a residence that is used by owners, tenants or subletters on an irregular basis, documents to prove that fact	
Size of certified residence	Floor plan of the residence (location of each facility; room arrangement; entrances; the floor the room is located on; the floor area of the living room, bedroom and other areas used by lodgers; and safety measures based on MLIT announcement no. 1109)	
	Checklist for measures necessary to ensure the security of lodgers (attachment 6: page 56)	
	Records of advance consultation (must have a confirmation seal) (attachment 5: page 55)	
Change in operator on same property/operator is unavailable*	The documents to be attached differ depending on the change. Please consult the Sanitation Division.	
Rental / subletting	If you are an owner, a certificate of registered matters for the residence	
	If you are a tenant of a room, documents confirming that the property owner has approved	
	If you are a subletter, documents confirming that both the property owner and the sublesser have approved	
Management bylaw	For condominiums, a copy of the condominiums bylaws	
	If there are no stipulations in the bylaws regarding private lodging businesses, documents certifying that the management association has no intention to forbid the business	

Note: If a change will be made to the type of sign or matters stated on the sign, signs will need to be rewritten. After posting the revised signs, please submit the old, pre-modified signs.

(2) Completion of explanation report (changes)

Private lodging business operators seeking to make changes to either of the items in 1 through 3 below must provide explanations thereof to the neighboring residents in writing **at least seven days before making the changes** through briefing sessions, visits to individual homes, posting on bulletins or other methods. Please notify surrounding residents for each of your certified residences. If there is any feedback or inquiries from local residents, respond with sincerity and work on gaining their understanding.

- 1) The name of your business, your personal identity or title, and contact information
- 2) Matters that must be explained to lodgers (refer to page 21, **Chapter 2, 4. Explanation to lodgers**)
- 3) If you will be entrusting management duties to a private lodging business management entity, state the name of the business, personal identity or title, and contact information for the company

(Regarding persons you must provide explanations to, refer to page 13, **Chapter 1, 8. Prior notification to surrounding residents**)

When submitting the notification, you must fill out the required fields of the **completion of explanation report (changes)** (page 50, attachment 2) by stating that you have made your announcement and providing a detailed explanation of the announcement, and report that to the mayor.

As a rule, please submit the report (changes) through the minpaku program operation system (refer to page 29, **Chapter 3, 1. Notification procedures**).

5. Notifications about discontinuation (Act Article 3)

(1) Notification about discontinuation

If you have closed your business, submit a notification within thirty days of discontinuation. As a rule, the notification will be made through the minpaku program operation system using the Internet. Please attach signs for your residence when submitting the notification form.

When submitting a notification of business closure, you must also submit a periodic report notifying the status up to the time of notification.

(Refer to page 25, **Chapter 2, 7. Periodic notifications**)

(2) Situations in which a new notification must be submitted

You must submit a notification for starting a new business in advance in the following cases:

- Change in operator (from individual to company, from individual to individual, from company to company, duty succession, etc.)

The current operator must submit a notification of business closure before a separate operator submits a notification of new business.

Please note that the total number of days that lodgers stayed will be passed on from the previous owner if it is within the same business year.

- A change in location of the certified residence

III. Pamphlets for Lodgers (Examples)

1. Manners to Keep

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2. In an Emergency

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この宿泊施設をご利用いただく皆様へ

トラブル防止のために宿泊の際は、次のことをお守りください。

大きな声や物音などの騒音を出さないでください。

- ・ 早朝、夜間は、キャリーバッグを引く音にお気をつけください。
- ・ 話し声なども「騒音」になることがあります。大声の会話は控え、深夜は窓を閉めるなど、周辺住民に配慮をお願いします。

ごみは、必ず、宿泊施設内の決められた場所に出してください。

- ・ ごみは丁寧に分別し、資源のリサイクルにご協力ください。
- ・ 周辺の敷地にごみをポイ捨てることは、近隣への迷惑となります。また、道路、公園、広場等の公共の場所にごみをポイ捨てることは条例で禁止されています。

たばこは、決められた場所で吸ってください。

- ・ 路上喫煙は区内全域で禁止です。
- ・ 路上では歩行喫煙だけでなく、立ち止まっただけの喫煙や携帯灰皿を使用しての喫煙も禁止です。
- ・ 敷地内の喫煙であっても、風向きによっては近隣や道路上の通行者等に煙が流れ、迷惑を及ぼす恐れがあるため、配慮をお願いします。

廊下や階段などの共用スペースに物を置くことは禁止です。

- ・ 火災や地震などの災害時に、避難の妨げになる恐れがあります。

火事にならないようにご注意ください。

- ・ ガスコンロやストーブなど、取扱い上の注意点を確認し、安全に利用してください。
- ・ たばこの火は水の入った灰皿で消してください。

その他、宿泊施設の決まりをお守りください。

お困りのときは、スタッフにご連絡ください。

れんらくさき
連絡先

TEL

To those using this lodging facility

To prevent problems during your stay, please keep the following in mind:

Don't raise your voice or make loud noises.

- Be careful of making noise with trolley bags in the early morning and late at night.
- Conversations have the potential to become noise. Please refrain from talking loudly and be considerate to your neighbors by closing your windows at night.

Always dispose of garbage in the designated location.

- Carefully sort your garbage and recycle resources.
- Avoid littering on other properties, which may cause problems with your neighbors. Littering in public places such as streets, parks and plazas is prohibited by laws and ordinances.

Smoking is only allowed in designated areas.

- Smoking on the street is prohibited throughout the city.
- The above includes walking and smoking as well as smoking while standing on the street, even if you are using portable ashtrays.
- Be considerate even when smoking within the facility site, since the smoke may reach neighbors and pedestrians depending on the direction of the wind.

Do not leave your belongings in the hallways, on the stairs or in any other common space.

- These items may block evacuation routes during fires, earthquakes and other disasters.

Beware of fire.

- Read the instructions for gas stoves, stoves and other appliances carefully and use them safely.
- Put out cigarettes in ashtrays filled with water.

Please follow any other facility rules.

Please contact a staff member if you have any problems or concerns.

Contact:

Tel: _____

致各位利用住宿设施的人

为防止住宿时的纠纷, 请遵守以下事项。

请勿大声喧哗或发出物品噪音。

- 早上、夜间请注意托行李箱的声音。
- 谈话声也有可能成为“噪音”。请勿大声说话，深夜关好门窗，避免影响邻居。

垃圾请务必扔至住宿设施内的规定场所。

- 垃圾请仔细分类，配合资源的再生利用。
- 在周边占地内乱扔垃圾将会给邻居造成麻烦。法律条例禁止在道路、公园、广场等公共场所乱扔垃圾。

请在规定的场所吸烟。

- 区内全区禁止路上吸烟。
- 路上除了步行吸烟外，也禁止停止站立时吸烟或使用便携烟灰缸吸烟。
- 在设施地内吸烟时，风向可能使烟雾飘散至邻居处或道路上的通行者等，造成影响，敬请注意。

禁止在走廊、楼梯等公共空间放置物品。

- 火灾、地震等灾害时可能会妨碍避难。

请注意避免发生火灾。

- 煤气灶、烤炉等请确认操作上的注意点，安全使用。
- 烟头的火请在盛有水的烟灰缸内熄灭。

请遵守住宿设施的其他规定。

有困难时请联系工作人员。

联系方式

TEL

이 숙박 시설을 이용하시는 분들께

문제 발생을 방지하기 위해 숙박할 때는 다음 사항을 지켜 주십시오.

큰 목소리 및 각종 소리 등의 소음을 내지 마십시오.

- 이른 아침, 야간에는 캐리어 가방을 끄는 소리에 주의해 주십시오.
- 이야기하는 소리 등도 ‘소음’이 될 수 있습니다. 큰 소리로 대화하지 말고, 심야에는 창문을 닫는 등 주변 주민을 배려해 주시기를 부탁드립니다.

쓰레기는 반드시 숙박 시설 내의 정해진 장소에 배출해 주십시오.

- 쓰레기는 꼼꼼히 분리하여 자원 재활용에 협력해 주십시오.
- 주변 부지에 쓰레기를 무단 투기하면 이웃에게 피해를 줍니다. 또한 도로, 공원, 광장 등의 공공장소에 쓰레기를 무단 투기하는 것은 조례로 금지되어 있습니다.

담배는 정해진 장소에서 피워 주십시오.

- 길거리 흡연은 구내 전역에서 금지되어 있습니다.
- 길거리에서는 보행 흡연뿐만 아니라 멈춰 서서 흡연하거나 휴대용 재떨이를 사용한 흡연도 금지되어 있습니다.
- 부지 내의 흡연도 풍향에 따라서는 인근이나 도로의 통행자 등에게 연기가 퍼져 불편을 끼칠 수 있으므로 배려를 부탁드립니다.

복도나 계단 등의 공용 공간에 물건을 두는 것은 금지되어 있습니다.

- 화재나 지진 등의 재해가 발생했을 때 대피에 방해가 될 수 있습니다.

화재가 발생하지 않도록 주의해 주십시오.

- 가스레인지나 난로 등 취급 시 주의 사항을 확인하고 안전하게 이용해 주십시오.
- 담뱃불은 물이 들어 있는 재떨이에 꺼 주십시오.

기타 숙박 시설의 규칙을 지켜 주십시오.

문제가 발생했을 때는 직원에게 연락해 주십시오.

연락처

TEL

こま
困ったときは

① 火災が発生した場合

TEL「119」（消防）に通報してください。

② 事件・事故に巻き込まれた場合

TEL「110」（警察）に通報してください。

③ 病気やケガの場合

- ・ 医療機関を探したい場合

TEL「03-5285-8181」（東京都保健医療情報センター ひまわり）

★対応言語：英語、中国語、韓国語、タイ語、スペイン語 【相談時間：午前9時～午後8時】

- ・ 救急車を呼んだほうがいいのか、病院へ行ったほうがいいのか迷った場合

TEL「#7119」または「03-3212-2323」（東京消防庁救急相談センター）

- ・ 救急車を呼ぶ場合

TEL「119」（消防）

④ 大使館連絡先

駐日外国公館リスト <http://www.mofa.go.jp/mofaj/link/emblist/index.html>

⑤ その他

住宅宿泊事業者（管理業者）連絡先

TEL

※「119」（消防）・「110」（警察）に通報する際は、以下の内容をお伝えください。

じゅうしょ
住所

たてものめいしょう へ や ばんごう
建物名称・部屋番号

もくひょうぶつ ちか めじるし たてものなど
目標物（近くの目印となる建物等）

In an emergency

1) If a fire breaks out

Call 119 to contact the fire department.

2) If you are involved in a crime or accident

Call 110 to contact the police.

3) If you are sick or injured

- If you need to find a hospital

Call 03-5285-8181 (Tokyo Metropolitan Health and Medical Information Center Himawari)

★ Languages: English, Chinese, Korean, Thai and Spanish

Hours: 9 a.m. to 8 p.m.

- If you are not sure whether to call an ambulance or go to a hospital

Call #7119 or 03-3212-2323 for the Tokyo Fire Department Emergency Consultation Center

- If you need an ambulance

Call 119 (fire department)

4) List of embassies and contact information

See the following website for a list of overseas diplomatic establishments in Japan:

<http://www.mofa.go.jp/mofaj/link/emblast/index.html>

5) Other

Contact information for the private lodging business operator (management)

Tel: _____

Note: When contacting the fire department/ambulance (119) or the police (110), please give the operator the following information:

Address: _____

Building name and room number: _____

Landmarks (nearby buildings or the like): _____

困难时

①发生火灾时

请通报 TEL “119”（消防）。

②卷入事件、事故时

请通报 TEL “110”（警察）。

③生病或受伤时

- 希望寻找医疗机构时

TEL “03-5285-8181”（东京都保健医疗信息中心 向日葵）

★对应语言：英语、中文、韩语、泰语、西班牙语 【咨询时间：上午9点～晚上8点】

- 不知道应该呼叫救护车还是前往医院时

拨打 TEL “#7119” 或 “03-3212-2323”（东京消防厅急救咨询中心）

- 呼叫急救车时

TEL “119”（消防）

④大使馆联系处

驻日外国公馆名录 <http://www.mofa.go.jp/mofaj/link/emblist/index.html>

⑤其他

住宅住宿事业者（管理业者）联系方式

TEL _____

※ 通报“119”（消防）・“110”（警察）时，请告知以下内容。

住址 _____

建筑名称・房间号码 _____

标志物（附近的标志性建筑等） _____

문제가 발생했을 때는

①화재가 발생한 경우

TEL ‘119’(소방서)로 신고해 주십시오.

②사건·사고에 휘말린 경우

TEL ‘110’(경찰서)으로 신고해 주십시오.

③질병이나 부상의 경우

- 의료 기관을 찾는 경우

TEL ‘03-5285-8181’(도쿄도 보건의료정보센터 히마와리)

★대응 언어: 영어, 중국어, 한국어, 태국어, 스페인어 【상담 시간: 오전 9시~오후 8시】

- 구급차를 불러야 할지 병원으로 가야 할지 망설여지는 경우

TEL ‘#7119’ 또는 ‘03-3212-2323’(도쿄 소방청 구급상담센터)

- 구급차를 부르는 경우

TEL ‘119’(소방서)

④대사관 연락처

주일 외국 공관 리스트 <http://www.mofa.go.jp/mofaj/link/emblist/index.html>

⑤기타

주택 숙박 사업자(관리 업체) 연락처

TEL

※ ‘119’(소방서)· ‘110’(경찰서)으로 신고할 때는 다음 내용을 말씀해 주십시오.

주소

건물 이름·방 번호

목표물(찾기 쉬운 근처의 건물 등)

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年 月 日

新宿区長宛て

住 所

氏 名

法人にあつては、その名称、主たる事務所の所在地及び代表者の氏

電 話 ()

説明実施報告書（開始）

新宿区住宅宿泊事業の適正な運営の確保に関する条例第7条第1項の規定による説明を行ったので、同条第2項の規定により下記のとおり報告します。

記

- 1 住宅の所在地
- 2 周辺地域の住民に対する説明を行った日
- 3 説明の方法（複数の方法により実施した場合にはその全てに○）
 - (1) 各戸配布 (2) 掲示 (3) 郵送 (4) その他 ()
- 4 住宅宿泊事業開始予定年月日

【添付書類】

- (1) 説明で使用した書面の写し
- (2) 説明の対象となる住民の範囲を示す書類
- (3) 周辺地域の住民から意見が寄せられた場合にはその内容が分かる書類

年 月 日

新宿区長宛て

住 所

氏 名

法人にあつては、その名称、主たる事務所の所在地及び代表者の氏

電 話 ()

説明実施報告書（変更）

新宿区住宅宿泊事業の適正な運営の確保に関する条例第7条第3項の規定による説明を行ったので、同条第4項の規定により下記のとおり報告します。

記

- 1 届出住宅の所在地
- 2 届出年月日及び届出番号
- 3 周辺地域の住民に対する説明を行った日
- 4 説明の方法（複数の方法により実施した場合にはその全てに○）
 - (1) 各戸配布 (2) 掲示 (3) 郵送 (4) その他()
- 5 変更が生じた事項及びその内容（変更事項を○で囲み、新旧内容を記載）
 - (1)住宅宿泊事業者の名称・連絡先 (2)宿泊者に対する説明事項
 - (3)住宅宿泊管理業者の名称・連絡先

旧

新

【添付書類】

- (1) 説明で使用した書面の写し
- (2) 説明の対象となる住民の範囲を示す書類
- (3) 周辺地域の住民から意見が寄せられた場合にはその内容が分かる書類

誓 約 書

届出者は、管理組合に住宅宿泊事業の実施を報告し、下記のとおり届出時点で住宅宿泊事業を禁止する管理組合の意思がないことを確認しました。

年 月 日

新宿区長 殿

商号又は名称
氏 名 印
(法人である場合においては、代表者の氏名)

管理組合に報告した日		年 月 日
管理組合	管理組合名	
	役職	
	氏名	
	連絡先	(— —)
当該マンションにおける 住宅宿泊事業に関する決議		1. 無 2. 有
		【2. 有】の場合はその決議の内容

- ① 「当該マンションにおける住宅宿泊事業に関する決議」欄は、該当するものの番号を○で囲むこと
- ② 報告する相手方は管理組合の役員であること（理事長等）
- ③ 管理組合の連絡先は、管理組合が管理業務を委託している管理会社でも可とする

誓 約 書

(法人用)

届出者及び届出者の役員は、住宅宿泊事業法第4条第2号から第4号まで、第7号及び第8号のいずれにも該当しない者であることを誓約します。

併せて、新宿区長に住宅宿泊事業に係る届出を行うにあたり、同法第4条に関する確認のため、届出事項について、関係行政機関に提供することに同意します。

年 月 日

商号又は名称

代表者の氏名

印

新宿区長 殿

誓 約 書

(個人用)

届出者、法定代理人及び法定代理人の役員は、住宅宿泊事業法第4条第1号から第6号まで及び第8号のいずれにも該当しない者であることを誓約します。

併せて、新宿区長に住宅宿泊事業に係る届出を行うにあたり、同法第4条に関する確認のため、届出事項について、関係行政機関に提供することに同意します。

年 月 日

氏 名

印

法定代理人

商号又は名称

氏名

(法人である場合においては、代表者の氏名)

印

新宿区長 殿

住宅宿泊事業に伴う廃棄物に関する確認書

- 住宅宿泊事業の届出を行おうとする方（相談者）が記載してください。

届出予定住宅の 所在地・名称等	新宿区	
住宅宿泊事業者 (住宅宿泊管理業者) の氏名・連絡先	(法人の場合は、商号、名称又は氏名及び連絡先)	
届出予定住宅の状況	家主居住型・家主不在型	
廃棄物処理等の 確認内容	一般廃棄物の処理 (収集・運搬)	許可業者名
	産業廃棄物の処理 (収集・運搬)	許可業者名
	産業廃棄物の処理 (中間処理/処分)	許可業者名
	資源物の処理	品目・回収業者名
	排出場所及び周辺の略図等	
※区役所記入欄		
確 認 印		

事前相談記録書

- 住宅宿泊事業の届出を行おうとする方（相談者）が記載してください。
太枠部分は相談前に記載願います。

相談実施年月日		
事業開始予定年月日		
相談実施者（法人）氏名		
対象物所在・名称		
届出予定住宅の状況	家主 在・不在	宿泊室面積 m²
相談内容		

※ 消防機関確認欄

相談先消防機関 確認印	
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国土交通省関係住宅宿泊事業法施行規則(平成29年国土交通省令第65号)第1条第1号及び第3号の規定に基づき、非常用照明器具の設置方法及び火災その他の災害が発生した場合における宿泊者の安全の確保を図るために必要な措置に関するチェックリスト

【平成29年国土交通省告示第1109号に規定する必要な措置】

届出住宅の所在地		不動産番号	
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1. 届出住宅の条件等

(A-1) <input type="checkbox"/>	届出住宅に届出者が居住し不在とならず、宿泊室の床面積の合計が50㎡以下の一戸建ての住宅又は長屋	(A-2) <input type="checkbox"/>	A-1以外の一戸建ての住宅又は長屋	(B-1) <input type="checkbox"/>	届出住宅に届出者が居住し不在とならず、宿泊室の床面積の合計が50㎡以下の共同住宅又は寄宿舍	(B-2) <input type="checkbox"/>	B-1以外の共同住宅又は寄宿舍
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2. 告示第一についての措置状況

※B-1の場合は本チェックリストの作成不要

適用の対象となる届出住宅	<input type="checkbox"/>	届出住宅の条件等がA-2であるもの
	<input type="checkbox"/>	届出住宅の条件等がB-2であるもの

講じる措置	措置の状況	状況の補足説明等
A 非常用照明器具に関する措置		
一 建築基準法施行令第126条の5に規定する技術的基準に適合する非常用の照明装置とすること	(告示第一第1号) <input type="checkbox"/> 適合 <input type="checkbox"/> 非適合	
二 設置場所 宿泊室及び当該宿泊室から地上(届出住宅が共同住宅の住戸である場合にあっては、当該住戸の出口)に通じる部分(採光上有効に外気に開放された部分は除く)に設けること 但し、次に該当する建築物の部分にあっては、この限りではない。 平成12年建設省告示第1411号に定める建築物の部分	(告示第一第2号) <input type="checkbox"/> 該当部分に設置あり適合 <input type="checkbox"/> 該当部分に未設置で非適合 <input type="checkbox"/> 該当 <input type="checkbox"/> 非該当	<input type="checkbox"/> 未設置部分が、但書に該当で適合 <input type="checkbox"/> 未設置部分が、但書に非該当で非適合

3. 告示第二についての措置状況

●告示第二第1号の措置について

適用の対象となる届出住宅	<input type="checkbox"/>	届出住宅の条件等がA-2であるもの
	<input type="checkbox"/>	届出住宅の条件等がB-2であるもの

同一の届出住宅内の2以上の宿泊室に、複数の宿泊者を同時に宿泊させる場合には、以下のB又はCに掲げる措置を講じること。
 但し、自動火災報知設備等の設置に関し、以下の一かつ二に該当する場合はこの限りではない。⇒B及びCの措置の確認は不要

複数の宿泊室に複数のグループが同時に宿泊する	(告示第二第1号)	<input type="checkbox"/> 該当	<input type="checkbox"/> 非該当	
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一 避難経路について

宿泊者使用部分を平成26年国土交通省告示第860号各号のいずれかに該当するものとする	(告示第二第1号本文但書前段)	<input type="checkbox"/> 適合	<input type="checkbox"/> 非適合	
--	-----------------	-----------------------------	------------------------------	--

二 自動火災報知設備等について

以下の①又は②に該当すること				
①宿泊者使用部分の各居室に消防法施行令第21条に基づき自動火災報知設備が設置されていること	(告示第二第1号本文但書後段)	<input type="checkbox"/> 適合	<input type="checkbox"/> 非適合	
②宿泊者使用部分の各居室に特定小規模施設における必要とされる防火安全性能を有する消防の用に供する設備等に関する省令に基づき特定小規模施設用自動火災報知設備が設置されていること		<input type="checkbox"/> 該当	<input type="checkbox"/> 非該当	



**一 避難経路について、二 自動火災報知設備等について
 非該当・非適合の場合は、以下のB又はCに掲げる措置を講じること**

講 じ る 措 置	措 置 の 状 況	状 況 の 補 足 説 明 等
B 防火の区画等に関する措置		
<p>一 宿泊室と当該宿泊室から地上(届出住宅が共同住宅の住戸である場合にあっては、当該住戸の出口)に通じる部分(以下「当該部分」という。)とを建築基準法第2条第7号の2において規定する準耐火構造の壁で区画し、当該壁を小屋裏又は天井裏に達せしめること</p> <p>但し、次に該当する部分にあっては、当該壁を小屋裏又は天井裏に達せしめることを要しない</p> <p style="border: 1px solid black; padding: 2px;">建築基準法施行令第112条第2項各号のいずれかに該当する部分</p>	<p>(告示 第二第 1号イ (1))</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> 適合 <small>(当該部分の壁を、給水管、排水管その他の管、換気、暖房又は冷房設備の風道が貫通する場合は、下記の四又は五の適合を確認)</small> </div> <div style="text-align: center;"> <input type="checkbox"/> 非適合 → </div> <div style="text-align: center;"> <input type="checkbox"/> 但書該当部分あり適合 </div> <div style="text-align: center;"> <input type="checkbox"/> 但書該当部分なく非適合 </div> </div> <div style="margin-top: 10px; text-align: center;"> <input type="checkbox"/> 該当部分あり <input type="checkbox"/> 該当部分なし </div> <p style="margin-top: 10px;"><small>(当該部分の壁を、給水管、排水管その他の管、換気、暖房又は冷房設備の風道が貫通する場合は、下記の四又は五の適合を確認)</small></p>
<p>二 4以上の宿泊室が相接する場合に、3室以内ごとに建築基準法第2条第7号の2において規定する準耐火構造の壁で区画し、当該壁を小屋裏又は天井裏に達せしめること</p> <p>但し、次に該当する部分にあっては、当該壁を小屋裏又は天井裏に達せしめることを要しない</p> <p style="border: 1px solid black; padding: 2px;">建築基準法施行令第112条第2項各号のいずれかに該当する部分</p>	<p>(告示 第二第 1号イ (2))</p>	<div style="text-align: center; margin-bottom: 10px;"> <p>(4以上の宿泊室が相接)</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/> 該当あり </div> <div style="text-align: center;"> <input type="checkbox"/> 該当なし </div> </div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-bottom: 10px;"> <div style="border-left: 1px solid black; border-right: 1px solid black; padding: 0 5px; margin-right: 5px;"> <input type="checkbox"/> 適合 <small>(当該区画部分の壁を、給水管、排水管その他の管、換気、暖房又は冷房設備の風道が貫通する場合は、下記の四又は五の適合を確認)</small> </div> <div style="margin: 0 10px;">→</div> <div style="text-align: center;"> <input type="checkbox"/> 非適合 </div> </div> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <input type="checkbox"/> 但書該当部分あり適合 </div> <div style="text-align: center;"> <input type="checkbox"/> 但書該当部分なく非適合 </div> </div> <div style="margin-top: 10px; text-align: center;"> <input type="checkbox"/> 該当部分あり <input type="checkbox"/> 該当部分なし </div> <p style="margin-top: 10px;"><small>(当該区画部分の壁を、給水管、排水管その他の管、換気、暖房又は冷房設備の風道が貫通する場合は、下記の四又は五の適合を確認)</small></p>

講じる措置	措置の状況	状況の補足説明等
<p>三 相接する2以上の宿泊室の床面積の合計が100㎡超の場合に、100㎡以内ごとに建築基準法第2条第7号の2において規定する準耐火構造の壁で区画し、当該壁を小屋裏又は天井裏に達せしめること</p> <p>但し、次に該当する部分にあつては、当該壁を小屋裏又は天井裏に達せしめることを要しない</p> <p style="text-align: center;">建築基準法施行令第112条第2項各号のいずれかに該当</p>	<p>(告示第二第1号イ(3))</p> <p>(相接する2以上の宿泊室の床面積の合計が100㎡超)</p> <p><input checked="" type="checkbox"/> 該当あり <input type="checkbox"/> 該当なし</p> <p><input type="checkbox"/> 適合</p> <p>(当該区画部分の壁を、給水管、排水管その他の管、換気、暖房又は冷房設備の風道が貫通する場合は、下記の四又は五の適合を確認)</p> <p><input type="checkbox"/> 非適合</p> <p><input checked="" type="checkbox"/> 但書該当部分あり適合 <input type="checkbox"/> 但書該当部分なく非適合</p> <p><input type="checkbox"/> 該当部分あり <input type="checkbox"/> 該当部分なし</p>	<p>(当該区画部分の壁を、給水管、排水管その他の管、換気、暖房又は冷房設備の風道が貫通する場合は、下記の四又は五の適合を確認)</p>
<p>四 給水管、配電管その他の管が、一から三までの壁を貫通する場合には、建築基準法施行令第114条第5項において準用する同令第112条第15項の規定に適合すること</p>	<p>(告示第二第1号イ(4))</p> <p>(給水管、配電管その他の管が、一から三までの壁を貫通)</p> <p><input checked="" type="checkbox"/> 該当あり <input type="checkbox"/> 該当なし</p> <p><input type="checkbox"/> 適合</p> <p><input type="checkbox"/> 非適合</p>	
<p>五 換気、暖房又は冷房の設備の風道が、一から三までの壁を貫通する場合には、建築基準法施行令第114条第5項において読み替えて準用する同令第112条第16項の規定に適合すること</p>	<p>(告示第二第1号イ(5))</p> <p>(換気、暖房又は冷房の設備の風道が、一から三までの壁を貫通)</p> <p><input checked="" type="checkbox"/> 該当あり <input type="checkbox"/> 該当なし</p> <p><input type="checkbox"/> 適合</p> <p><input type="checkbox"/> 非適合</p>	
C スプリンクラー設備等の設置に関する措置		
<p>一 宿泊室に建築基準法施行令第112条第2項に規定する自動スプリンクラー設備等が設置されていること</p>	<p>(告示第二第1号ロ)</p> <p><input type="checkbox"/> 適合 <input type="checkbox"/> 非適合</p>	

● 告示第2第2号関係

適用の対象となる届出住宅	<input type="checkbox"/>	届出住宅の条件等がA-1であるもの
	<input type="checkbox"/>	届出住宅の条件等がA-2であるもの

講 じ る 措 置	措置の状況	状況の補足説明等
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D 届出住宅の規模等に関する措置

一 宿泊室の床面積の合計について		
2階以上の各階における宿泊室の床面積の合計を100㎡(建築基準法第2条第5号に規定する主要構造部が準耐火構造であるか又は同条第9号に規定する不燃材料で造られている場合は200㎡)以下とすること 但し、次に掲げるものにあつては、この限りではない 当該階から避難階又は地上に通ずる2以上の直通階段を設けるもの	(告示第2第2号イ) <input type="checkbox"/> 床面積合計()㎡ (上記面積が100㎡又は200㎡超の場合は以下の適合を確認) <input type="checkbox"/> 適合 <input type="checkbox"/> 非適合	
二 宿泊者使用部分の床面積の合計について		
(1) 宿泊者使用部分の床面積の合計		
床面積の合計を200㎡未満とすること 但し、次の①、②に掲げるものにあつては、この限りではない ① 届出住宅が、建築基準法第2条第5号に規定する主要構造部を同条第7号に規定する耐火構造とした建築物又は同条第9号の3イ若しくはロに該当する建築物であること ② ①以外の場合であつて、宿泊者使用部分の各居室の壁(床面からの高さが1.2m以下の部分を除く)及び天井(天井のない場合においては屋根)の室内に面する部分(回り縁、窓台その他これらに類する部分を除く)の仕上げを建築基準法施行令第128条の5第1項第1号に掲げる仕上げと、当該居室から地上に通ずる主たる廊下、階段その他の通路の壁及び天井の室内に面する部分の仕上げを、同項第2号に掲げる仕上げとするもの	(告示第2第2号ロ) <input type="checkbox"/> 床面積合計()㎡ (上記面積が200㎡以上の場合は以下の①と②の適合) (告示第2第2号ロ(1)) <input type="checkbox"/> 適合 <input type="checkbox"/> 非適合 (告示第2第2号ロ(2)) <input type="checkbox"/> 適合 <input type="checkbox"/> 非適合	

講 じ る 措 置	措 置 の 状 況	状 況 の 補 足 説 明 等
<p>(2) 各階における宿泊者使用部分の床面積の合計</p> <p>床面積の合計を200㎡以下(地階にあつては100㎡)とすること</p> <p>但し、次の①、②に掲げるものにあつては、この限りではない。</p> <p>① 当該階の廊下が3室以下の専用のものであるもの</p> <p>② 当該階の廊下(3室以下の専用ものを除く)の幅が、両側に居室がある廊下にあつては1.6m以上、その他の廊下にあつては1.2m以上であるもの</p>	<p>(告示第2第2号ハ)</p> <p><input type="checkbox"/> 地階の床面積合計()㎡</p> <p><input type="checkbox"/> 1階の床面積合計()㎡</p> <p><input type="checkbox"/> 2階の床面積合計()㎡</p> <p><input type="checkbox"/> 3階の床面積合計()㎡</p> <p>※4階以上の階に宿泊者使用部分がある場合は適宜追加記載すること</p> <p>(上記各階の面積が200㎡超(地階は100㎡超)の場合は以下の①と②の適合を確認)</p> <p>(告示第2第2号ハ(1)) <input type="checkbox"/> 適合 <input type="checkbox"/> 非適合</p> <p>(告示第2第2号ハ(2)) <input type="checkbox"/> 適合 <input type="checkbox"/> 非適合</p>	
<p>(3) 2階における宿泊者使用部分の床面積の合計</p> <p>床面積の合計を300㎡未満とすること</p> <p>但し、次に掲げるものにあつては、この限りではない。</p> <p>届出住宅が建築基準法第2条第9号の2に規定する耐火建築物又は同条第9号の3に規定する準耐火建築物であるもの</p>	<p>(告示第2第2号二)</p> <p><input type="checkbox"/> 床面積合計()㎡</p> <p>(上記面積が300㎡以上の場合は以下の適合を確認)</p> <p><input type="checkbox"/> 適合 <input type="checkbox"/> 非適合</p>	
<p>三 宿泊者使用部分を設ける階について</p>		
<p>以下の①又は②に該当すること</p>		
<p>① 3階以上の階の宿泊者使用部分の設置について</p> <p>② 4階以上に宿泊者使用部分を設けず、届出住宅の延べ面積が200㎡未満であり、かつ、次に掲げる基準に適合する場合</p> <p>(1)建築基準法施行令第110条の5に規定する技術的基準に従って警報設備を設けている</p> <p>(2)同令第112条第10項に規定する縦穴部分と当該縦穴部分以外の部分とが、間仕切壁又は同条第18項第2号に規定する構造である戸で区画されている</p> <p>但し、次に掲げるものにあつては、この限りではない。</p> <p>届出住宅が建築基準法第2条第9号の2に規定する耐火建築物であるもの</p>	<p>(告示第2第2号ホ)</p> <p><input type="checkbox"/> 設置なし → <input type="checkbox"/> 適合</p> <p><input type="checkbox"/> 2階建て → <input type="checkbox"/> 適合</p> <p><input type="checkbox"/> 設置あり →</p> <p><input type="checkbox"/> 適合</p> <p><input type="checkbox"/> 非適合</p> <p><input type="checkbox"/> 適合 <input type="checkbox"/> 非適合</p>	<p>※3階以上の階に宿泊者以外の使用部分を設ける場合、次の措置を講じること</p> <p><input type="checkbox"/> 施錠による管理 <input type="checkbox"/> 立入禁止表示</p> <p>※次欄②の措置を講じること</p> <p>※次のすべての要件・基準を満たすこと</p> <p><input type="checkbox"/> 4階以上に宿泊者使用部分の設置なし</p> <p><input type="checkbox"/> 届出住宅の延べ面積200㎡未満</p> <p><input type="checkbox"/> 警報設備の設置</p> <p><input type="checkbox"/> 縦穴部分の区画</p>

上記記載について相違ありません。

(作成年月日) _____ 年 ____ 月 ____ 日

本書類の作成者	氏 名	㊟		
	資 格	建築士免許の種類	登録番号	
	所 属 所 事 務 所	建築士事務所の名称	登録番号	
		住 所		
電 話				

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苦情等対応記録票

受付No. _____

受付日	年 月 日 時 分		受付方法	電話・訪問・その他 ()
申立人	氏名			電話番号 — —
	事業者との関係	宿泊者・近隣住民・その他 ()		
	住所	〒		
苦情等の内容				
事実確認				
対応状況				
改善・再発防止への取組				

〈記載の日から三年間保存〉

V. List of Contacts

Shinjuku City Office Main Building (1-4-1 Kabuki-cho, Shinjuku-ku)
Shinjuku City Office Annex 2 (5-18-21 Shinjuku, Shinjuku-ku)

Matters regarding the Private Lodging Business Act (general information and notification)

Inquiries: Sanitation Section, Sanitation Division (Shinjuku City Office Annex 2, 3F)

- Notification procedures for private lodging businesses Tel: 03-5273-3870
 - Other inquiries Tel: 03-5273-3841
- Confirm the overall details of the Private Lodging Business Act and the flow of procedures for the notification.

Matters regarding the system of the Private Lodging Business Act, notification procedures, and using the system

Inquiries: Call Center for the Private Lodging System (Japan Tourism Agency)

Tel: 0570-041-389

Hours: 9 a.m. to 10 p.m.

Matters accepted: Systems regarding private lodging businesses, notification procedures, consultation regarding complaints against minpaku, etc.

Matters regarding private lodging business management duties

Inquiries: Construction Industry Second Division; Kanto Regional Development Bureau; Ministry of Land, Infrastructure, Transport and Tourism

Tel: 048-601-3151

Matters regarding private lodging business brokers

Inquiries: Tourism Industry Division, Japan Tourism Agency

Tel: 03-5253-8330

Matters regarding district categories

Inquiries: Urban Planning Division (Shinjuku City Office Main Building 8F)

Tel: 03-5273-3571

Private lodging businesses are limited in exclusive residential districts*. Please confirm the district category.

* Exclusive residential districts include Category 1 low-rise exclusive residential districts, Category 2 low-rise exclusive residential districts, Category 1 medium- to high-rise exclusive residential districts and Category 2 medium- to high-rise exclusive residential districts.

Matters regarding the installation of emergency lighting, firewalls and other safety measures

Inquiries: Construction Guidance Division (Shinjuku City Office Main Building 8F)

Tel: 03-5273-3742

The installation of emergency lighting, firewalls and other safety measures according to the size and structure of the certified residence is necessary.

Posting emergency evacuation routes, installing fire alarms and sprinklers and other matters regarding fire laws and regulations

Inquiries: Fire department with jurisdiction

Yotsuya Fire Department (3-10 Yotsuya, Shinjuku-ku) Tel: 03-3357-0119

Ushigome Fire Department (5-16 Tsukudo-Hachiman-cho, Shinjuku-ku) Tel: 03-3267-0119

Shinjuku Fire Department (3-29-4 Hyakunin-cho, Shinjuku-ku) Tel: 03-3371-0119

Posting evacuation routes and installing fire alarms and other measures are necessary according to the structure and size of the certified residence. There may also be regulations on facilities and fire prevention frameworks based on the fire laws and regulations.

Matters regarding garbage

Inquiries:

- If hiring a garbage disposal company

Business-Related Waste Reduction Section, Waste Reduction and Recycling Division (Shinjuku City Office Main Building 7F) Tel: 03-5273-4363

Waste Reduction Planning Section, Waste Reduction and Recycling Division (Shinjuku City Office Main Building 7F) Tel: 03-5273-3318

- If hiring a garbage disposal company proves difficult

Shinjuku Waste Collection Office (2-1-1 Shimo-Ochiai, Shinjuku-ku) Tel: 03-3950-2923

Shinjuku-Higashi Waste Collection Office (10-16 Yotsuya San-ei-cho, Shinjuku-ku) Tel: 03-3353-9471

Kabukicho Waste Collection Office (2-42-7 Kabuki-cho, Shinjuku-ku) Tel: 03-3200-5339

The private lodging business operator or management entity must properly dispose of garbage that lodgers produce as business-related garbage. You may not dispose of it as household garbage. Please see **page 12** for details.

Matters regarding noise measures

Inquiries: Pollution Policy Section, Environmental Quality Division (Shinjuku City Office Main Building 7F) Tel: 03-5273-3764

Confirm in advance that noise from the certified residence, such as from the outer unit of air conditioners and audio equipment, will not cause problems for neighboring residents.

Matters regarding smoking on the streets

Inquiries: City Beautification Section, Waste Reduction and Recycling Division (Shinjuku City Office Main Building 7F) Tel: 03-5273-4267

Smoking on the streets is forbidden throughout Shinjuku City. Private lodging business operators and management entities must thoroughly explain to lodgers that this is prohibited.

Matters regarding the provision of food

Inquiries: Food Sanitation Section, Sanitation Division (Shinjuku City Office Annex 2, 3F) Tel: 03-5273-3827

To serve meals, you must obtain a restaurant business permit.

Matters regarding taxes

Inquiries: Contact the relevant department of the tax office with jurisdiction

Contact the relevant department of the tax office with jurisdiction regarding taxes related to the private lodging business.

- **National taxes, such as income tax and corporate tax**
 - Yotsuya Tax Office** (7-7 Yotsuya San-ei-cho, Shinjuku-ku) Tel: 03-3359-4451
 - Shinjuku Tax Office** (1-19-3 Kita-Shinjuku, Shinjuku-ku) Tel: 03-6757-7776

Note: The Shinjuku Tax Office is in a temporary location until May 2019 (scheduled).
- **Metropolitan taxes such as business tax**
 - Shinjuku Metropolitan Taxation Office** (7-5-8 Nishi-Shinjuku, Shinjuku-ku) Tel: 03-3369-7151
- **Special city resident tax and metropolitan resident tax**
 - Taxation Section No. 1 and Taxation Section No. 2, Tax Affairs Division** (Shinjuku City Office Main Building 6F) Tel: 03-5273-4107
Tel: 03-5273-4108

Matters regarding town councils and community groups

Inquiries: Community Section, Regional Community Division

(Shinjuku City Office Main Building 1F)

Tel: 03-5273-4127

Please ask for contact information for the heads of town councils and community groups.

Police stations with jurisdiction

Inquiries: Contact the relevant police department

- Yotsuya Police Station** (1-26-12 Shinjuku, Shinjuku-ku) Tel: 03-3357-0110
- Note: The Yotsuya Police Station is in a temporary location until May 2020 (scheduled).
- Ushigome Police Station** (1-15 Minami-Yamabushi-cho, Shinjuku-ku) Tel: 03-3269-0110
- Totsuka Police Station** (3-30-13 Nishi-Waseda, Shinjuku-ku) Tel: 03-3207-0110
- Shinjuku Police Station** (6-1-1 Nishi-Shinjuku, Shinjuku-ku) Tel: 03-3346-0110

Matters regarding tourist information in Shinjuku

Inquiries: Shinjuku Convention & Visitor's Bureau <http://www.kanko-shinjuku.jp>

(BIZ Shinjuku 3F, 6-8-2 Nishi-Shinjuku, Shinjuku-ku)

Tel: 03-3344-3160

Shinjuku City Private Lodging Business Rule Book
For Starting a Private Lodging Business
Shinjuku City Rules to Know

First edition published March 2018

Second edition published June 2018

Third edition published November 2018

Fourth edition published February 2020

Edited and issued by Sanitation Division, Health Department, Shinjuku City Office
5-18-21 Shinjuku, Shinjuku-ku

Tel: 03-5273-3841