Two sets of plans should be submitted and drawn to scale not less than 1:100 and clearly show the premises layout, fixtures, fittings, and equipment. A description of materials to be used for all surfaces including floors, walls, benches etc should be provided. For Council to properly assess your plans it is recommended that the plans be prepared by a draftsman or similar qualified person. Hand drawn plans will only be acceptable if plans are drawn as described above.

Please note that this is for assessment under the Food Standards Code only. Plans may be required to be submitted to Council's Town Planning and/or Building for approval and that necessary Town Planning and/or Building Permits may need to be obtained.

|  |  |
| --- | --- |
| **Fee** | Fixed premises $246.00  Home business $123.00 |

# APPLICANT DETAILS

|  |  |  |
| --- | --- | --- |
| Please tick one of the following to indicate the operational structure of the business:  Sole trader  Partnership  Company  Incorporated association | | |
| **Name of applicant:** |  | |
| **Contact name:** |  | |
| **Applicant’s contact**  **details:** | Phone: | Mobile: |
| Email: | |

**PROPOSED BUSINESS DETAILS**

|  |  |  |
| --- | --- | --- |
| **Name of business:** |  | |
| **Business Address:** |  | |
| **Postal Address:** |  | |
| **Food premises type:** | Takeaway/Restaurant/Café | Childcare /Aged care |
| Manufacturer | Packaged food only |
| Grocer | Home business |
| Supermarket/Convenience store | Community group |
| Other: | |
| **What food are you planning to sell?** |  | |
| **Wastewater:** | Sewer  Septic | |
| **Is there a grease trap on**  **site?** | Yes Reference number from water authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | |
| **Water supply:** | Mains Water  Tank Water | |

**SITE PLAN CHECKLIST**

|  |  |
| --- | --- |
| Use the below checklist to ensure your plans include the following details, if they are applicable to your business, before submitting your application to our Environmental Health Team. | |
| Fridges and freezers | Hands wash basins |
| Shelving | Storage areas |
| Cooking equipment (stove, fryers, etc.) | Toilets |
| Waste disposal facilities | Mechanical exhaust ventilation |
| Food preparation sinks | Equipment washing sinks/dishwasher with a rinse cycle greater than 80oC |
| Surface finishes of all walls, floor, ceiling and work areas (e.g. Food grade washable gloss paint of light colour, stainless steel, epoxy resin) | |
| I have contacted all of the following before submitting this application to the Environmental Health Team:  **Council’s Statutory Planning Department:** new/existing permits, change of use  **Council’s Building Department:** fit out of proposed structural changes  **Council’s Community Safety Department:** A-frame signage, outdoor dining permit  **The local water authority:** trade waste agreement and grease traps | |

**DECLARATION**  
I understand and acknowledge that upon paying the plans approval fee that:

* The information provided in this application is true and completed to the best of my knowledge;
* The application forms a legal document and penalties apply for providing false or misleading information, and;
* I have attached floor plans to enable a formal assessment to be undertaken with this application.

|  |  |  |
| --- | --- | --- |
| **Applicant signature:** |  |  |
| **Name:** |  |  |
| **Date:** |  |  |

For payments, Council will generate an invoice after receiving your application. Please be aware that invoices can take up to 5 business days to be generated. Once you have received your invoice, payment can be made via the following options:

* Post bill pay
* B-pay
* Cheque
* Over the phone with Council’s Customer Service on 5366 7100
* In person at one of the Council offices (Ballan, Darley, or Lerderderg Library)

**PRIVACY STATEMENT**  
*Your personal information is being collected by Moorabool Shire Council for the purpose of assessing your food business under the Food Standards Code. Your information will be stored in the Health Manager database and will be used solely by Council for this purpose or a related secondary purpose unless in accordance with the provisions of the Privacy and Data Protection Act 2014. This information will be used to identify you when communicating with Council and for the delivery of services and information. Failure to provide some or all of this information may result in your application not being processed. Requests for access and/or correction should be made to Council’s Privacy Officer. For further information on how your personal information is handled, refer to Council’s Privacy Policy at* [*www.moorabool.vic.gov.au*](http://www.moorabool.vic.gov.au/)*.*