

PRE-REGISTRATION/ALTERATION ASSESSMENT FOOD ACT PREMISES

Please tick (v) applicable box

Constructing New Premises	Alteration of Existing Premises
<p>It is <u>strongly</u> recommended that this application together with plans is submitted prior to any application for registration for a new food premises. This will assist in approving your registration efficiently by ensuring that the premises comply with relevant standards and minimise the risk of having to undertake costly remedial work. The service also incorporates the costs associated with on-site progress and final inspections.</p> <p>Two sets of plans should be submitted 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 also be provided. In order 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.</p> <p>Please note that 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.</p>	

Premises Details	
Address	
Premises Type (e.g. Café/Restaurant)	

Applicant/Proprietor Details	
Name of Applicant/Proprietor	
Postal Address	
Proposed Trading Name	
Telephone (Business Hours)	
Telephone (mobile)	
Facsimile	
Email	

Signature of Applicant:	Position:
Print Name:	Date:

This information is collected for the purpose of administering the Food Act 1984. It may be provided to the Department of Health for the same purposes, and for statistical purposes related to the application of the Act. This information may also be used to inform you of changes to our procedures or to ascertain your satisfaction with our service. You may access this information by contacting Council's Environmental Health Unit on 5366 7100