

APPLICATION TO SUBMIT PLANS

TWO COPIES OF PLANS REQUIRED

Please complete this form and provide it to Moorabool Shire Council together with:

- Two copies of a plan of the premises drawn to a scale of not less than 1:100 which shows the proposed use of each room.

Business or Trading name: _____

Premises Address: _____

_____ Postcode: _____

Proprietor's Address: (if different to premises address):

_____ Postcode: _____

Contact person: _____

Phone: _____ Fax: _____

Email: _____

Have you enquired about a Building Permit? Yes ☐ No ☐

Have you enquired about a Town Planning Permit? Yes ☐ No ☐

Have you been advised that you require a Building Permit? Yes ☐ No ☐

Have you been advised that you require a Town Planning Permit? Yes ☐ No ☐

Have you obtained a Town Planning Permit? Yes ☐ No ☐

Have you obtained a Building Permit? Yes ☐ No ☐

Type of Premises: _____

New Premises ☐ Alteration to Existing Premises ☐

Signature: _____

APPLICATION FEE: \$238.00

Moorabool Shire Council will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the Information Privacy Act 2001 (Vic).

ACCOMMODATION/HEALTH PREMISES

APPLICATION TO SUBMIT PLANS

Step 1:	Design your required business premises
---------	--

If you are planning to open a prescribed health business or prescribed accommodation premises - you will need to apply to register your business under the Public Health & Wellbeing Act 2008.

To ensure you meet the necessary requirements, you will need to discuss your proposal with one of our Environmental Health Officers.

Step 2:	Submit Floor Plan
---------	-------------------

Two copies of the floor plan, drawn to the scale of 1:100, must be submitted to the Environmental Health Unit for assessment. These plans must include the type and location of all necessary equipment, fittings, fixtures, and finishes (i.e. wall surfaces, floor coverings etc).

Step 3:	Approval of Plans
---------	-------------------

The floor plans must be approved by the Moorabool Shire Council Environmental Health Officer prior to any works being commenced.

Moorabool Shire Council Environmental Health will return a stamped copy of your approved plan with a letter advising that works may commence.