



Whitehorse City Council
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New Premises Enquiry – Food Premises

Thank you for your initial enquiry regarding a food business within the City of Whitehorse.

An establishment fee invoice will be emailed to you within 10 business days for payment – refer Fee Schedule

To assist you in understanding the requirements to register a premises visit Council's website at

www.whitehorse.vic.gov.au/living-working/business

Premises Details:

Trading Name (if known):

Premises Address:

Suburb

Postcode

Postal Address: (If different to above)

Suburb

Postcode

Premises Details

Is this a newly built premises?

☐ Yes
☐ No

****All new premises are subject to planning and building approval ****
An establishment Fee is payable upon lodging this enquiry form

Is this premises currently operating as a food premise?

☐ Yes
☐ No

☐ Other _____
(provide details)

Are you purchasing the business or taking over a lease?

☐ Purchasing

☐ Taking over Lease

☐ Neither

Prior to purchasing would you like a Presale Inspection? Refer Fee Schedule

☐ Yes
☐ No

If yes, complete the Presale Inspection Request

If purchasing the business, what is the settlement date?

What is expected first date of trading?
Premises must be registered prior to this date

Will you be making alterations to the floor plan within the next 3 months?

☐ Yes
☐ No

****All changes to existing premises are subject to planning and building approval **** An establishment Fee is payable.

Will you be making alterations to the floor plan after 3 months?

☐ Yes
☐ No

****All changes to existing premises are subject to planning and building approval **** An alteration Fee is payable.

Type of Premises:

☐ Accommodation
Getaway

☐ Aged Care Facility

☐ Bakery Retailer

☐ Bar/Pub

☐ Café/Restaurant

☐ Canteen/Camps

☐ Catering

☐ Childcare

☐ Community Group

☐ Club

☐ Coffee and
Dessert Outlet

☐ Convenience
Stores

☐ Delicatessen

☐ Delivered Meals
Organisation

☐ Green Grocer

☐ Home Based
Retailer

☐ Hospital

☐ Juice Bar

☐ Low Risk Packaged
Food Retailer

☐ Manufacturer –
Low Risk

☐ Manufacturer –
Hazardous Foods

☐ Mobile Food
premises

☐ Nuts/Herbs
/Spice Retail

☐ Reception Centre

☐ Residential Care

☐ Supermarket

☐ Take Away Food
/Fast food outlet

☐ Temporary Food
Premises

☐ Tobacco/Shisha

☐ Warehouse/
Distributor/Wholesalers and Importers

Proprietor Details: (legal entity – cannot be a trust)

**Proprietor Type:
(please tick)**

☐ Individual -

Name

ABN

☐ Company

Name

ABN

ACN

☐ Partnership

Name 1

Name 2

☐ Trustee

Trustee Name:

ABN

Email

Mobile

Applicants Details

Applicants Name

Applicant's involvement:

☐ Owner

☐ Builder

☐ Occupier

☐ Architect

☐ Purchaser

☐ Other (please specify)

Email:

Mobile:

Food Processing Information**Please attach a copy of your menu or provide a description of the foods to be sold at the premises**

Will you be manufacturing dairy products?		☐ Yes	☐ No
Will you be processing raw meat/poultry/seafood (eg. Butcher, fresh poultry outlet)?		☐ Yes	☐ No
Will your food handling activities include (tick all that apply):			
☐ Making food on site	☐ Importing food	☐ Preparing sushi	
☐ Purchasing food from offsite	☐ Repackaging bulk dry goods	☐ Preparing Chinese style roast meats	
☐ Distributing food to other businesses	☐ Washing of fresh produce	☐ Using the sous vide method of cooking	
How many staff will be employed at the premises?		How many seats will be provided at the premises?	
What equipment do you have for handling the foods in your business (tick all that apply):			
☐ double bowl sink	☐ storage area for equipment and food products only used for the business	☐ refrigerator for the sole purpose of the business	
☐ single bowl sink	☐ stove	☐ freezer for the sole purpose of the business	
☐ dedicated hand wash basin	☐ oven	☐ dishwasher	
☐ sink for disposing of waste water			

Home Based Business Only (Complete this section if you are home based)

Do you live in the house at address of the business?			☐ Yes	☐ No
Type of dwelling:	☐ House	☐ Unit	☐ Apartment/townhouse	
Please attach a copy of your house floor plan and show what rooms you will use for your business. Plans attached		☐ Yes	☐ No	
Size of Dwelling	Number of Bedrooms		Number of Bathrooms	
Number of Living Rooms (lounge/dining)		Garage	☐ Yes ☐ No	
List the rooms you will be using for your business and describe how each room will be used, eg kitchen and bedroom 1 will be used for storage				
Do you need to connect to additional services to operate your business?		☐ Yes ☐ No If yes, please specify		
For example car parking, installation of a flue over cooking equipment, connection of 3 phase power?				
Are you required to install a grease trap by Yarra Valley Water		☐ Yes	☐ No (If no, please attach a copy of the exemption letter)	
Describe how will your proposed business impact on your neighbours? Eg, noise, customer parking, odour, waste				
What are your proposed hours of operation?				
Are any goods offered for sale online?	☐ Yes ☐ No	Will you deliver goods to customers?	☐ Yes	☐ No
Will customers pick up goods?	☐ Yes ☐ No	How many delivery vehicles will you have?		
Does your delivery vehicle/s exceed 2 tonne capacity?	☐ Yes ☐ No	Will you repackage and sell goods?	☐ Yes	☐ No
Will you sell goods without changing the packaging? Eg importing and selling to other businesses			☐ Yes	☐ No
Will you store equipment or goods associated with the business?	☐ Yes ☐ No	If yes, can they be seen from the street?	☐ Yes	☐ No
Are you making structural changes to the layout of the dwelling?	☐ Yes ☐ No	If yes, please describe		
Are you using an external shed or building for the use of the business?	☐ Yes ☐ No	If yes, please describe type of building and the size of the building		

Description of Menu or Items Sold

Please provide us with a description of your menu or items being sold

Fees Schedule 01-Jul 2026 – 30 June 2027

Establishment Fee –\$394.00

Fee to be applied to all new premises applications to cover costs associated with administration, progress inspections, final inspection, plans assessment (where provided, internal referral process (Planning / Building / Health) and on-going professional advice to support compliance

Alterations to existing premises - \$198.00

This fee is applicable to alterations made on existing premises.

All alterations are subject to Planning and Building approval

Pre Sale Inspection - Standard \$327.00 (10 working days) Priority - \$654.00 (5 business days)

If you are purchasing an existing premises you may request a presale inspection. An inspection before settlement ensures that prospective proprietors are fully informed of any outstanding items or notices to ensure compliance with relevant legislation. After we issue the report, it is the responsibility of the purchaser and current owner to negotiate and resolve all outstanding non-compliant items. Any outstanding issues not resolved at settlement will become the responsibility of the new owner. Due to privacy laws, the current proprietor must sign to give consent to release the report to you or your solicitor.

A Presale Consent to Disclose must be completed for this service.

Business Permit Support Service

Have you used our Business Permit Support Service. ☐ Yes ☐ No

If you require assistance with checking permits you can access free support at:

<https://www.businesswhitehorse.com.au/your-business-whitehorse/starting-business>

Planning & Building Requirements

If you are setting up a new business or altering an existing business you must first contact Council's Town Planning and Building Department to obtain written information as to whether:

- a planning permit is required for the proposed use and/or development and
- a building permit is required for the proposed premises (if required provide a copy of the building permit with the endorsed plans)

☐ I have contacted the following the following departments and authorities to ensure that I have obtained all relevant permit/application information:

- | | |
|--|--------------|
| ☐ Council's Statutory Planning Unit..... | 9262 6333 |
| ☐ Council's Building Services Unit..... | 9262 6333 |
| ☐ Yarra Valley Water Trade Waste Team | 1300 771 865 |

The personal information requested above is for the purpose of administering the Food Act 1984 and will be used solely by Council for that primary purpose or directly related purposes. The intended recipients of the information are Council officers. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it. Individuals have a right to seek access to their personal information and make corrections by contacting Council's Environmental Health Unit on 9262 6197. You may view Council's Privacy Policy on our website www.whitehorse.vic.gov.au or obtain a copy from any of the Council offices