



New Premises Enquiry – Food Premises

Thank you for your initial enquiry regarding a food business within the City of Whitehorse.
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	
New Premises - Business with no current Food Registration within Council				
Is this a new premises? **All new premises may be subject to planning and building approval	<input type="checkbox"/> Yes	*It is recommended a Pre- Registration Plans Assessment be completed– please refer to fee schedule Do you want to proceed with a Plans Assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> No
Existing Premises - Business with current Food Registration within Council or within last 6 months & change of business ownership				
Is this an existing premises?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
If purchasing the business, what is the settlement date?		What is expected first date of trading? Premises must be registered prior to this date		
If purchasing the business, would you like a Pre Sale Inspection?	<input type="checkbox"/> Yes * Pre - Sale Fees payable – please refer to fee schedule			<input type="checkbox"/> No
Will you be making alterations to the floor plan and require plans to be assessed?	<input type="checkbox"/> Yes * Fees payable for alterations – please refer to fee schedule **All alterations may be subject to planning and building approval			<input type="checkbox"/> No
Type of Premises:				
<input type="checkbox"/> Accommodation Getaway	<input type="checkbox"/> Aged Care Facility	<input type="checkbox"/> Bakery Retailer	<input type="checkbox"/> Bar/Pub	<input type="checkbox"/> Café/Restaurant
<input type="checkbox"/> Canteen/Camps	<input type="checkbox"/> Catering	<input type="checkbox"/> Childcare	<input type="checkbox"/> Community Group	<input type="checkbox"/> Club
<input type="checkbox"/> Coffee and Dessert Outlet	<input type="checkbox"/> Convenience Stores	<input type="checkbox"/> Delicatessen	<input type="checkbox"/> Delivered Meals Organisation	<input type="checkbox"/> Green Grocer
<input type="checkbox"/> Home Based Retailer	<input type="checkbox"/> Hospital	<input type="checkbox"/> Juice Bar	<input type="checkbox"/> Low Risk Packaged Food Retailer	<input type="checkbox"/> Manufacturer – Low Risk
<input type="checkbox"/> Manufacturer – Hazardous Foods	<input type="checkbox"/> Mobile Food premises	<input type="checkbox"/> Nuts/Herbs /Spice Retail	<input type="checkbox"/> Reception Centre	<input type="checkbox"/> Residential Care
<input type="checkbox"/> Supermarket	<input type="checkbox"/> Take Away Food /Fast food outlet	<input type="checkbox"/> Temporary Food Premises	<input type="checkbox"/> Tobacco/E cigarettes/Shisha	<input type="checkbox"/> Warehouse/ Distributor/Wholesalers and Importers
Proprietor Details: (legal entity – cannot be a trust)				
Proprietor Type: (please tick)	<input type="checkbox"/> Individual -	Name		ABN
	<input type="checkbox"/> Company	Name	ABN	ACN
	<input type="checkbox"/> Partnership	Name 1	Name 2	
	<input type="checkbox"/> Trustee	Trustee Name:		ABN
Email		Mobile		
Applicants Details				
Applicants Name				
Applicant's involvement:	<input type="checkbox"/> Owner <input type="checkbox"/> Builder <input type="checkbox"/> Occupier <input type="checkbox"/> Architect <input type="checkbox"/> Purchaser <input type="checkbox"/> 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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be processing raw meat/poultry/seafood (eg. Butcher, fresh poultry outlet)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your food handling activities include (tick all that apply):					
<input type="checkbox"/> Making food on site		<input type="checkbox"/> Importing food		<input type="checkbox"/> Preparing sushi	
<input type="checkbox"/> Purchasing food from offsite		<input type="checkbox"/> Repackaging bulk dry goods		<input type="checkbox"/> Preparing Chinese style roast meats	
<input type="checkbox"/> Distributing food to other businesses		<input type="checkbox"/> Washing of fresh produce		<input type="checkbox"/> 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):					
<input type="checkbox"/> double bowl sink		<input type="checkbox"/> storage area for equipment and food products only used for the business		<input type="checkbox"/> refrigerator for the sole purpose of the business	
<input type="checkbox"/> single bowl sink		<input type="checkbox"/> stove		<input type="checkbox"/> freezer for the sole purpose of the business	
<input type="checkbox"/> dedicated hand wash basin		<input type="checkbox"/> oven		<input type="checkbox"/> dishwasher	
<input type="checkbox"/> 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?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Type of dwelling:	<input type="checkbox"/> House		<input type="checkbox"/> Unit		<input type="checkbox"/> Apartment/townhouse
Please attach a copy of your house floor plan and show what rooms you will use for your business. Plans attached			<input type="checkbox"/> Yes		<input type="checkbox"/> No
Size of Dwelling	Number of Bedrooms		Number of Bathrooms		
Number of Living Rooms (lounge/dining)			Garage		<input type="checkbox"/> Yes <input type="checkbox"/> 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?			<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify		
For example carparking, installation of a flue over cooking equipment, connection of 3 phase power?					
Are you required to install a grease trap by Yarra Valley Water			<input type="checkbox"/> Yes		<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you deliver goods to customers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will customers pick up goods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	How many delivery vehicles will you have?		
Does your delivery vehicle/s exceed 2 tonne capacity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will you repackage and sell goods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you sell goods without changing the packaging? Eg importing and selling to other businesses				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you store equipment or goods associated with the business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, can they be seen from the street?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you making structural changes to the layout of the dwelling?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please describe		
Are you using an external shed or building for the use of the business?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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

Fee Schedule - 01 July 2022 – 30 June 2023

If you have ticked any of the below options, you will receive an invoice via email for payment. Once payment is received the Environmental Health Officer will proceed with your application.

Pre-Registration Plans assessment and progress inspections \$348 Class 1&2 \$260 Class 3

Council strongly recommends that you submit plans before applying for registration. This will assist in approving your registration efficiently by ensuring that the premises complies with relevant standards and to minimise the risk of having to undertake costly remedial work. The service also incorporates the costs associated with onsite progress and final inspections.

Alterations to existing premises \$174

This fee is applicable to alterations made on existing premises.
All alterations are subject to Planning and Building approval

Pre Sale Inspection \$290 within 10 working days or \$580 Priority service

If you are purchasing a 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. Due to privacy laws, the current proprietor must sign to give consent to release the report to you or your solicitor

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:

- | | |
|---|-----------|
| <input type="checkbox"/> Council's Statutory Planning Unit | 9262 6333 |
| <input type="checkbox"/> Council's Building Services Unit | 9262 6333 |
| <input type="checkbox"/> Yarra Valley Water Trade Waste Team..... | 9872 1240 |

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