



Whitehorse City Council
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Food Premises - New Premises Enquiry / Change of Existing Registration Form

Thank you for your enquiry regarding setting up/altering a registerable business or purchasing an existing business within the City of Whitehorse. To assist you in understanding the requirements to register a premises visit Council's website at <https://www.whitehorse.vic.gov.au/living-working/business>

Please Note: 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)

Please attach a copy of this documentation when submitting with this form

Please Tick New premises Alterations to existing premises Purchasing an existing business

Premises Details

Trading Name (if known):

Premises Address:

Telephone Number:

Trading Days and Hours:

Applicant Details

Title (Mr/Miss/Mrs):	Given Name:	Family 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)		
Proposed proprietor of the business:		ABN/ACN (if any):
Postal Address:		
Phone Number:	Mobile:	
Email Address:		

Purchasing an Existing Business (only if applicable).

Proposed Settlement Date of business purchase:

Note: This form must be submitted at least 14 days prior. You cannot trade until a final inspection has been conducted and approved registration

Current Proprietors Signature:

Has there been any changes to the existing building Yes No

eg changes to the use, layout or capacity access since you purchased the business

Type of Premises

Classification of food premises Class 1 Class 2 Class 3 Class 4

Bakery Take away/Café/Restaurant Home based premises Convenience store/supermarket Caterer

Manufacturer Retailer Warehouse/Distributor/Wholesaler Selling at festivals/markets Child care/Aged Care/Hospital

Other (please specify) _____

Request for Service (Complete only for new premises or alteration of an existing premises)

Please select one of the following services (please tick ✓ box):

Plans assessment and progress inspections

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. **Your application will not be assessed until payment has been received.**

Final inspection only prior to registration

Please note that if the premises is structurally non-compliant at the time of inspection, additional inspections **will incur a fee.** Where a building permit is required, obtain and provide a copy the new occupancy permit or certificate of final inspection to the Environmental Health Unit prior to booking your final inspection for registration.

Pre-sale inspection (only applicable to a purchase of a business)

Council strongly encourages applying for a pre-sale inspection prior to settlement to be advised of any outstanding orders or requirements under the Food Act 1984.

Food Processing Information

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 Purchasing food from offsite Distributing food to other businesses
- Importing food Repackaging bulk dry goods Washing of fresh produce
- Preparing sushi Preparing Chinese style roast meats 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? Please tick all that apply

- double bowl sink single bowl sink dedicated hand wash basin sink for disposing of waste water
- storage area for equipment and food products only used for the business oven stove dishwasher
- refrigerator for the sole purpose of the business freezer for the sole purpose of the business

Will your food handling activities include (tick all that apply):

- Making food onsite Purchasing food from offsite Importing food
- Distributing food to other businesses Repackaging bulk dry foods Washing of fresh produce
- Preparing sushi Preparing Chinese style roast meats Using sous vide method of cooking

Please attach a copy of your menu or provide a description of the foods to be sold at the premises.

Home Based Business (Complete this page only if you are home based)

Do you live in the house at address of the business? Yes No

How many food handlers will work at the premises? _____

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

For example carparking, installation of a flue over cooking equipment, connection of 3 phase power? If yes, please specify

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 providing signage? Yes No

If yes, what size if the signage? _____

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

Are you installing a commercial flue? Yes No

Contact Information

I have contacted the following Council 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 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.