



### Premises Enquiry Form

Thank you for your enquiry regarding setting up/altering a registerable business within Whitehorse City Council. To assist you in understanding the requirements to register a premises within the City of Whitehorse please visit Council's website at [www.whitehorse.vic.gov.au/Food-Safety.html](http://www.whitehorse.vic.gov.au/Food-Safety.html)

**All applicants 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**

New premises       Alterations to existing premises

### Premises Details

Applicant's Name		Date
Postal Address		Postcode
Applicant's Phone Number	Fax	Mobile
Email Address		
Address of proposed project site		
Proposed proprietor of business		
Proposed Trading Name (if known)		

### Request for Service

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.

Applicant's involvement       Owner       Occupier       Architect  
 Builder       Other (please specify)

### Type of Premises

Prescribed Accommodation Premises       Motel/Hotel       Rooming House       Hostel       Student Dormitory

No of occupants

Public Health and Wellbeing Premises       Hairdresser       Skin Penetration       Ear Piercing       Tattooist  
 Beauty       Nail Treatment       Facials       Waxing  
 Make Up       Other (please specify) \_\_\_\_\_

- Food establishment
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bakery                           | <input type="checkbox"/> Take away/Café/Restaurant     | <input type="checkbox"/> Home based premises           |
| <input type="checkbox"/> Manufacturer                     | <input type="checkbox"/> Child care/Aged Care/Hospital | <input type="checkbox"/> Retailer                      |
| <input type="checkbox"/> Warehouse/Distributor/Wholesaler |  | <input type="checkbox"/> Convenience store/supermarket |
| <input type="checkbox"/> Other (please specify) _____     |  |  |

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

**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:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Making food on site | <input type="checkbox"/> Purchasing food from off site       | <input type="checkbox"/> Distributing food to other businesses |
| <input type="checkbox"/> Importing food      | <input type="checkbox"/> Repackaging bulk dry goods          | <input type="checkbox"/> Washing of fresh produce              |
| <input type="checkbox"/> Preparing sushi     | <input type="checkbox"/> Preparing Chinese style roast meats | <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? \_\_\_\_\_

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

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**Contact Information**

I have contacted the following Council 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 1478 |

*The personal information requested above is for the purpose of administrating the Food Act 1984 or the Public Health and Wellbeing Act 2008 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](http://www.whitehorse.vic.gov.au) or obtain a copy from any of the Council offices.*