

FOOD ACT APPLICATION FOR PLANS APPROVAL

Health Protection Unit
274 Gower Street, Preston
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darebin.vic.gov.au



APPLICATION INFORMATION

Please complete all sections of this application form and return to the City of Darebin.

For further information on food businesses please visit www.darebin.vic.gov.au

Prior to submitting this application to the Health Protection Unit:

- With all commercial works it is advisable that you check with Council's **Planning Unit** on 8470 8850 and **Building Unit** on 8470 8899 to determine whether your intended proposal requires further permit/s.
- Some food businesses may be required to install a grease trap. It is recommended that you contact the **Yarra Valley Water** Trade Waste Team on 9872 1240 to discuss whether a grease trap is required for your proposed premises.

APPLICANT DETAILS

If different from the proposed proprietor.

First Name			Last Name		
Company Name (if applicable)					
Postal Address					
Suburb			Postcode		
Business Phone		Fax		Mobile	
Email					

PROPOSED PROPRIETOR DETAILS

Please complete the following according to whether you are registering the business as an individual, partnership or a company.

First Name			Last Name		
First Name (if partnership)			Last Name		
Company Name (if applicable)			ABN		
Contact person for registered Company					
Postal Address					
Suburb			Postcode		
Business Phone		Fax		Mobile	
Email					

PROPOSED FOOD BUSINESS DETAILS

Business Trading Name					
Address					
Suburb			Postcode		

REQUIRED DOCUMENTATION

I have included the following information with my application:

- One (1) copy of the premises plans on A3 or A4 size paper, showing the following items:
 - the use of each area of the premises;
 - the location of all fittings, hand basins, sinks and equipment;
 - location of the floor waste drain/s, cleaners sink and grease trap (if applicable);
 - details of floors, walls, ceilings, fittings and their finishes; and
 - provide specifications on the Mechanical Exhaust System.

PREMISES DETAILS

Type of food business (please tick one only)

- | | |
|--|--|
| <input type="checkbox"/> Accommodation Getaway | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Aged Care Facilities | <input type="checkbox"/> Juice Bar |
| <input type="checkbox"/> Bakery Retailer | <input type="checkbox"/> Low risk packaged food retailer |
| <input type="checkbox"/> Bar/Pubs | <input type="checkbox"/> Manufacturer – Low Risk Foods |
| <input type="checkbox"/> Café/Restaurant | <input type="checkbox"/> Manufacturer – Potentially Hazardous Foods |
| <input type="checkbox"/> Canteen/Camps | <input type="checkbox"/> Mobile Food Premises |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Nuts / herbs / spices retail |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Reception Centre |
| <input type="checkbox"/> Clubs | <input type="checkbox"/> Residential Care |
| <input type="checkbox"/> Coffee & Dessert Outlet | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Community Temporary Food Premises | <input type="checkbox"/> Take Away Foods / Fast Food Outlet / Kiosk |
| <input type="checkbox"/> Convenience Store | <input type="checkbox"/> Temporary Food Premises / Market Stall |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Vending Machine |
| <input type="checkbox"/> Delivery Meals Organisation | <input type="checkbox"/> Warehouse / Distributor / Wholesaler & Importer |
| <input type="checkbox"/> Green Grocery | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Home Based Retailer | |

Types of food prepared and stored for sale

Types of food processes and activities to be conducted: (please tick all that apply)

- | | | | |
|---------------------------------------|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Cooling | <input type="checkbox"/> Reheating | <input type="checkbox"/> Hot holding |
| <input type="checkbox"/> Dry Storage | <input type="checkbox"/> Cold Storage | <input type="checkbox"/> Cold Display | <input type="checkbox"/> Sous vide |
| <input type="checkbox"/> Fermentation | <input type="checkbox"/> Packaging | <input type="checkbox"/> Transportation | <input type="checkbox"/> Delivery |
| <input type="checkbox"/> Events | <input type="checkbox"/> Other | | |

Who will the food be sold to? (e.g. the general public and/or other food businesses)

Hours of operation and/or trading hours

Other information (if required)

PRIVACY

The collection and handling of personal information is in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's Customer Service Centres.



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