|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WCClogo CMYK MASTER.jpg  **HLF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Application for Assessment of FOOD premises plans.**  **(New/Alterations)**  **PROCESSING TIME: 10 WORKING DAYS**  **Receipt No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | Wyndham City Council  Environmental Health  PO Box 197  WERRIBEE 3030 ABN: 38 393 903 860 PH: 9742 0738  **Amount: \_\_\_\_\_\_\_\_\_** |
| Name of Applicant |  | | | |
| Address of Applicant |  | | | |
| Postal Address of Applicant |  | | | |
| Applicant Phone |  | Applicant Fax |  | |
| Email address |  | | | |
| Trading Name of Proposed Food Premises |  | | | |
| Address of Proposed Food Premises |  | | | |
| Proposed Proprietors Name |  | | | |
| Proposed Proprietors Address |  | | | |
| Description of Use of Proposed Food Premises |  | | | |
| Type of Food to be sold |  | | | |
| Estimated Start Date of construction |  | Size of Premises (include storage, preparation & sale area)(m2) |  | |
| Applicant Signature (1) |  | Applicant Signature (2) |  | |

Included in this application should be:

1. A plan drawn to a scale of not less than 1 to 100 which:

a) shows every part of the premises including yards and outbuildings.

b) indicates the specific work processes to be carried out in each room, compartment or part of the establishment including the use to which any outbuildings will be put.

c) shows the location and type of all fixtures, equipment, furniture, shelving, benches, etc.

d) shows the room or enclosure to be provided for the storage of cleaning equipment and materials and the clothing, footwear and personal effects of employees.

e) shows the area outside the establishment to be set aside for the temporary storage of refuse and indicates the size of bins and method of rubbish disposal.

1. Specifications describing the type of materials to be used in the construction, including finishing of all floors, walls, ceilings, partitions, benches, shelving, fittings, cupboards and fixtures and equipment.
2. Indicate general operation intended for premises.

|  |  |
| --- | --- |
| **FOOD PREMISES – PLAN ASSESSMENT FEES** | |
| **Class 1 Premises** | **$350.00** |
| **Class 2 Premises** | **$350.00** |
| **Class 3 Premises** | **$350.00** |
| **SPORTING CLUBS** | **$112.00** |

Council sets food fee’s to recover 60-70% costs of delivering the service.   
Fees are set in relation to food risk type and premises size to make cost distribution as fair as possible.

If you are unsure of your assessment of Plans Fee, contact the Environmental Health Department on 9742 0738.

**Note: This APPLICATION and FEE is for the assessment of plans and inspection during development stages of the food premises, it does not cover Food Act registration. A further application for the registration of the premises is required prior to commencement of operation.**

**THIS SECTION MUST BE FILLED IN PRIOR TO SUBMITTING**

Please note that this application is only for Council’s **Environmental Health Services Unit**.

You may be required to consult with other departments within Council to ensure that you meet their requirements.

Is a Building permit required for this Application: ⬜ Yes ⬜ No

Building permit number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is a Planning permit required for this Application: ⬜ Yes ⬜ No

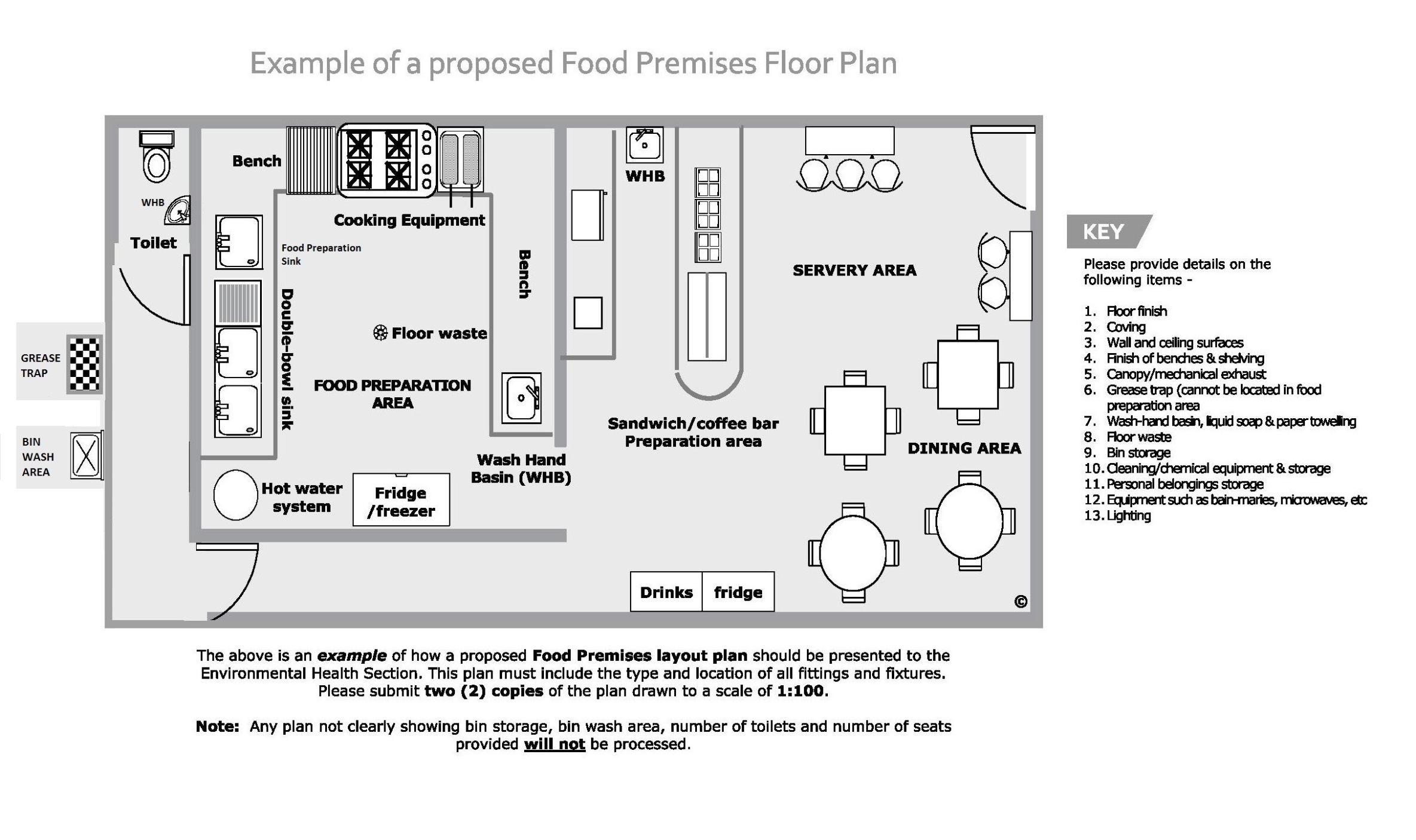
Planning permit number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To find out if a Building/Planning permit is required please contact Wyndham City on 9742 0777.**

Allocated to: Team \_\_\_\_\_\_ EHO Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your personal information is being collected by Wyndham City Council under the laws administrated by Local Government.   Your information will be stored in Council’s Customer Database and used to deliver Council services to you in accordance with Council’s Privacy Policy.  For further information on how your personal information is handled, visit Council’s Privacy Policy at <http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy_policy>

****