



**APPLICATION FOR ASSESSMENT OF FOOD
PREMISES PLANS.
(New/Alterations)**

Wyndham City Council
Environmental Health
PO Box 197
WERRIBEE 3030
ABN: 38 393 903 860
PH: 9742 0738

PROCESSING TIME: 10 WORKING DAYS

HLF _____

Receipt No: _____

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)(m ²)	
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.

2. 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.

3. 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.

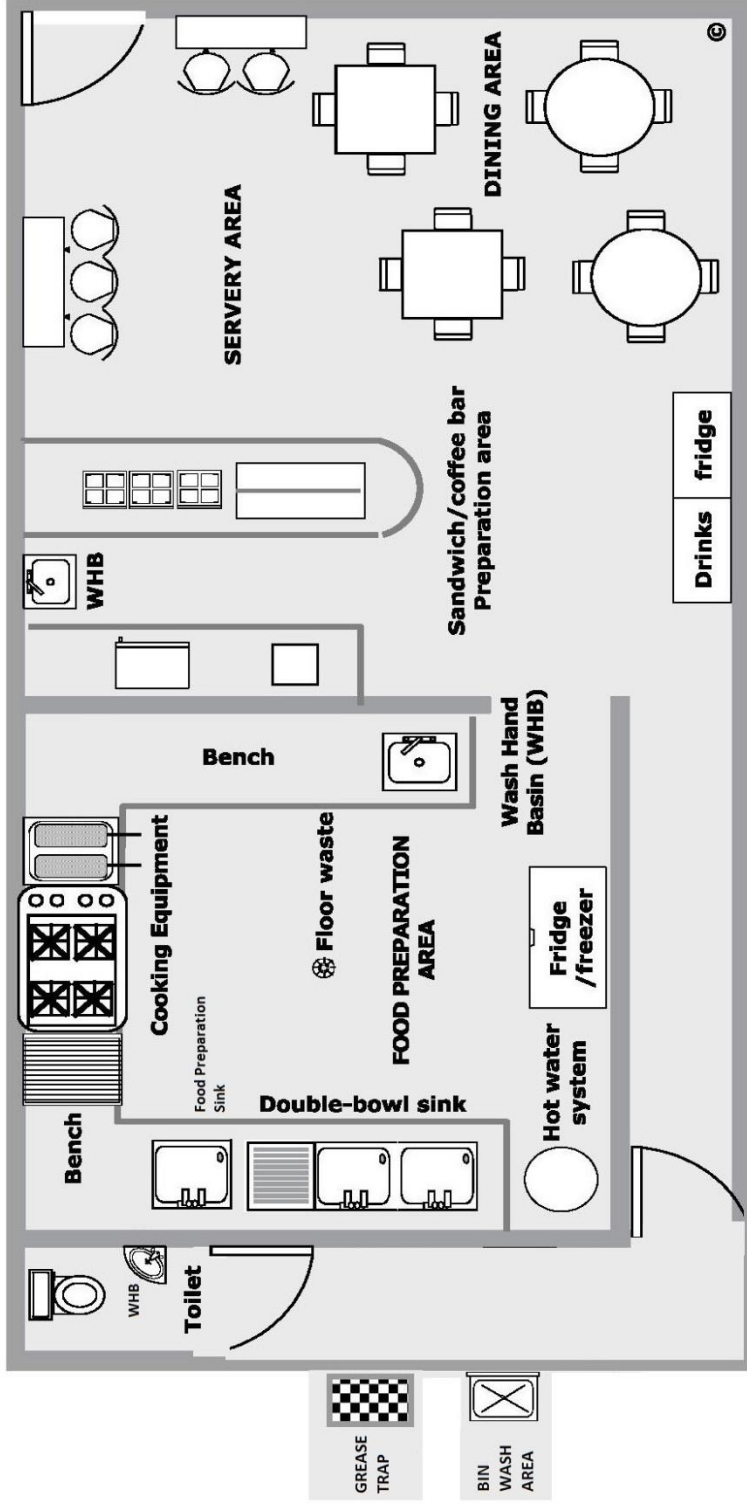
Note: This APPLICATION and FEE is for the assessment of plans and inspection during development stages of the food premises, it does not cover Food Act registration. A further application for the registration of the premises is required prior to commencement of operation.

<u>THIS SECTION MUST BE FILLED IN PRIOR TO SUBMITTING</u>				
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:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Building permit number:	_____			
Is a Planning permit required for this Application:	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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

Example of a proposed Food Premises Floor Plan



KEY

Please provide details on the following items -

1. Floor finish
2. Coving
3. Wall and ceiling surfaces
4. Finish of benches & shelving
5. Canopy/mechanical exhaust
6. Grease trap (cannot be located in food preparation area)
7. Wash-hand basin, liquid soap & paper towelling
8. Floor waste
9. Bin storage
10. Cleaning/chemical equipment & storage
11. Personal belongings storage
12. Equipment such as bain-maries, microwaves, etc
13. Lighting

The above is an **example** of how a proposed **Food Premises layout plan** should be presented to the Environmental Health Section. This plan must include the type and location of all fittings and fixtures. Please submit **two (2) copies** of the plan drawn to a scale of **1:100**.

Note: Any plan not clearly showing bin storage, bin wash area, number of toilets and number of seats provided **will not** be processed.