

## APPLICATION FOR ASSESSMENT OF <u>FOOD</u> <u>PREMISES PLANS.</u> (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 <sup>2</sup> )	
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 <u>every</u> 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 <u>and</u> 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	\$358.00	
Class 2 Premises	\$358.00	
Class 3 Premises	\$358.00	
SPORTING CLUBS	\$116.00	

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.

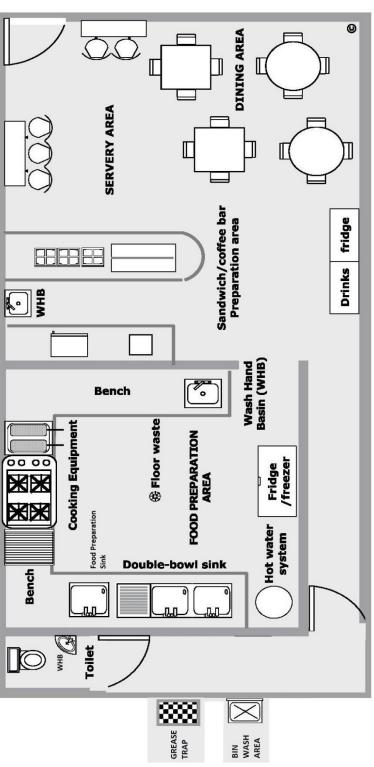
## Note: This APPLICATION and FEE is for the assessment of plans and inspection during development stages of the food premises, it does <u>not</u> cover Food Act registration. A further application for the registration of the premises is required prior to commencement of operation.

THIS SECTION MUST BE FILLED IN PRIOR TO SUBMITTING					
Please note that this application is only for Council's <b>Environmental Health Services Unit</b> . 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 <a href="http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy\_policy">http://www.wyndham.vic.gov.au/aboutwyndham/wyndhamcity/customerservice/information/privacy\_policy</a>

Example of a proposed Food Premises Floor Plan



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

- Please provide details on the following items KΕΥ
  - ÷
  - **Hoor finish**
- Coving Wall and ceiling surfaces
- Finish of benches & shelving 0.01.4.00
- Canopy/mechanical exhaust
- Grease trap (cannot be located in food
- preparation area Wash-hand basin, liquid soap & paper towelling
- Wash-hand besin, liquid scap & paper towelling
  Roor waste
  Bin storage
  Bin storage
  Caning/dremical equipment & storage
  Caning/dremical equipment & storage
  Equipment such as bein-maries, microwaves, etc.
  Lighting