

BUSINESS APPROVALS APPLICATION FORM



Receiving approval from Council to open your business

If you are starting a new business or buying an existing business, you may need to obtain certain permits from Wyndham City Council before you commence trading.

Once you have lodged this application form, it will be forwarded to the relevant business units for assessment and you may be contacted by them for more information. The units related to the business approval process include:

- Economic Development
- Planning
- Building
- Environmental Health
- City Amenity

How to lodge your application

By email	In person	By mail
mail@wyndham.vic.gov.au	Wyndham City Council 45 Princes Hwy Werribee VIC 3030 8.00am to 4.30pm Monday to Friday	P.O Box 197 Werribee VIC 3030

For assistance completing the application form please contact the Small Business Liaison Officer:

By email	In person	By phone
smallbusinesspermits@wyndham.vic.gov.au	Please arrange an appointment prior to arriving at the Civic Centre	03 9742 0916 or 0438 354 979

Fees and payment methods

A fee schedule is attached at end of this form.

Once your application is lodged, we will send you an invoice for the fees. Payment options will be included on the invoice.

After you submit your application

You will be contacted by the Small Business Liaison Officer to discuss next steps for your application.

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*Use this guide to know which parts of the form to fill out.
Use the colour to find the section you'll need to complete.
If you are unsure, Council's Small Business Liaison Officer can assist you on 9742 0916*

Step 1: Mandatory for all applications:

Complete section 1
Applicant details

Step 2: What does your business involve?

Note: More than one type of business may apply.

Food and drink
Complete section 3

Accommodation
Complete section 4

Health/beauty related business
Complete section 5

Other business
Skip to step 4

Step 3: Are you buying or have you bought an existing business?

Transfer of business
Complete section 2

Step 4: Will you carry out any commercial activity on the footpath?
This includes display of A-frame signs, goods and outdoor furniture.

Footpath trading permit
Complete section 6

Step 5: Have you discussed your business with the Town Planning Department? If you require a planning permit:

Planning permit
Complete section 7

Step 6: Are you
Building or renovating (internally and/or externally)?
Changing the number of people occupying your building?
Providing accessibility to those with disabilities?

Building permit
Refer to section 8

Step 7: Do you want to know how much your permit application(s) will cost?

Fee schedule
Refer to section 9

1 – Applicant details



Prior to completing this form, it is strongly recommended you discuss your proposed business with Council's Town Planning Department by visiting Council's office at 45 Princes Highway, Werribee VIC, or contacting Council on telephone 9742 0777.

I have discussed my business proposal with Town Planning

This section must be completed by all applicants

Please submit your personal details and the details of your business. You may include two sets of details if the application is made on behalf of the business owner.

Applicant Details	1. Business Owner(s)/Company	2. Primary Contact, if different to listed Business Owner
Title		
First name(s)		
Surname		
Phone number		
Mobile number		
Email address		
Postal address		
Business trading name		
Company name (if different to trading name)		
Business trading address		
Do you intend to also operate a mobile business?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Australian Business Number (ABN)		<i>If you have not yet registered your business and trading name, you can submit this information to the Council at a later time.</i>
Australian Company Number (ACN)		

1 – Applicant details



Is the applicant completing this form the business owner or are you completing the application on behalf of the owner?	<input type="checkbox"/> Business owner	
	<input type="checkbox"/> On behalf of owner	Insert role:
Primary language spoken at business		
Expected date to open business		
Anticipated operating hours		
Have you already been in contact with Council's Small Business Liaison Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is your CRM reference number? _____
Declaration		
I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.		
Business Owner name	Signature	Date
Primary Contact name	Signature	Date

2 - Transferring a food, accommodation or health related business

If you are buying an existing food, accommodation or health business and transferring the City's environmental health registration of that business to your new business, **the current business owner** must complete this section to confirm the transfer.

This section applies to the following types of business	The new owner must also complete the following section
Food and drink	Register a fixed location food business
Accommodation providers	Register an accommodation business
Beauty or skin penetration	Register a health-related business

Hairdressing businesses cannot be transferred as they require the proprietor to have a one-off, ongoing registration.

To transfer a business successfully, you must submit the details of the current business owner (or owners if there is more than one), their signature and the proposed date of settlement.

Current business owner details	Business owner	Business owner
Title		
First name(s)		
Surname		
Current registration number		
Business trading name		

By signing the declaration below, I provide authority and consent for Wyndham City Council to disclose business details, information and documents to the applicant, inclusive of information and documentation obtained during the administration of the Food Act 1984.

Declaration		
Print business owner name	Signature	Date
Print business owner name	Signature	Date
<i>The application to transfer a registration must be submitted 15 business days prior to settlement.</i>		
Proposed settlement date		

Disclaimer – Wyndham City Council will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and Wyndham City Council Privacy Policy.



If you are opening a food-related business, you will need to register your premises.

- For a fixed-location food business (including home-based premises), please complete this form.
- For a temporary or mobile premise, you need to apply for a permit using: streatrader.health.vic.gov.au
- If your business primarily involves the manufacturing or production of dairy, red meat, poultry or seafood, you will need to register your business with Dairy Food Safety Victoria (dairysafe.vic.gov.au) or PrimeSafe (primesafe.vic.gov.au) instead of Council.

Checklist of documents to include with application:

<input type="checkbox"/>	<p>Premise floor plans, drawn to scale with dimensions and showing every part of the premise including yards and outbuildings.</p> <ul style="list-style-type: none"> • Indicate specific use/work processes to be carried out in each room or part of establishment. • Include the location and type of all fittings and fixtures, surface finishes, furniture, shelving, benches, etc. • Specify the finishes of walls, floors, ceiling, benches, shelves, splashbacks throughout the premises. • Indicate the location and proposed use of sinks and basins throughout the premises. <p><i>Note: Plans may differ from plans submitted to Town Planning.</i></p>
<p>Please describe the type of business you are proposing to operate e.g. café, restaurant, bar, manufacturer, etc. Indicate the types of food/drinks you intend to prepare/sell at the food premises. Please include a copy of proposed menu if available.</p>	
<p>Floor area of premises ____m²</p>	

Wyndham City Council's Environmental Health Unit can provide a formal assessment of your structural plans for a fee of \$366. This is an optional service that requires an additional 10 working days of processing time.

- I would like a formal assessment of plans and agree to the additional fee/time involved.
- I have attached full floor plans to enable a formal assessment of plans to be undertaken.

Food Classes

The type of food that you prepare and sell will determine your risk classification. We have provided some examples in the table below. Some classifications are already set. If you are unsure which classification applies to your business, follow this link to help determine which classification applies to your business.

www.health.vic.gov.au/foodsafety/foodclass/index

3 – Register a fixed-location food business



Please select the appropriate class for your business.

X	Class	Description	Examples include (but not limited to)	Fees	
				New business Note: For new businesses a pro-rata fee may apply.	Transferred business
<input type="checkbox"/>	Class 1	Food being prepared or served exclusively for vulnerable groups.	<input type="checkbox"/> Aged care service <input type="checkbox"/> Hospital <input type="checkbox"/> Childcare <input type="checkbox"/> Meals on wheels service	\$1255	\$693
<input type="checkbox"/>	Class 2	Food premises selling or handling unpackaged food requiring temperature control.	<input type="checkbox"/> Cafés, delis, take-away premises, restaurants <input type="checkbox"/> Home business manufacturing high risk products that require refrigeration such as cakes containing cream, custard, homemade ganache <input type="checkbox"/> Community group – food cooked, refrigerated and then re-heated or food served does not involve a kill step such as home-made mayonnaise - non-profit, all food handlers are volunteers <input type="checkbox"/> Supermarket or manufacturer <input type="checkbox"/> Sporting club - no restaurant or gaming - not for profit community groups such as volunteer run school canteens <input type="checkbox"/> Other food business handling unpackaged high-risk food	\$1045-\$1295 \$664 No fee \$1881 \$148 \$1045-\$1295	\$706 \$411 Not applicable \$905 \$152 \$706

3 – Register a fixed-location food business



<input type="checkbox"/>	Class 3	Food premises selling or handling unpackaged food that does not require temperate control and/or pre-packaged food requiring temperature control	<input type="checkbox"/> Greengrocer that only sells cut fruit, vegetables and/or packaged food <input type="checkbox"/> Home business selling low risk baked products that do not require refrigeration such as cakes without cream, custard <input type="checkbox"/> Wholesaler / distributor / importer of food - food is sold to other food businesses. <input type="checkbox"/> Sporting club - No restaurant or gaming - not for profit community groups such as volunteer run school canteens <input type="checkbox"/> Community group – cooked on site and served immediately - non-profit, all food handlers are volunteers <input type="checkbox"/> Other food business that: <ul style="list-style-type: none"> - Handles pre-packaged food that requires temperature control and/or, - Handles un-packaged food that does not require temperature control and/or, - Re-package food that does not require temperature control 	\$941 \$454 \$1150 \$148 No fee \$941	\$514 \$380 \$862 \$152 Not applicable \$514
<input type="checkbox"/>	Class 4	Activities considered to be very low risk such as the sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables, and fundraising activities.	<input type="checkbox"/> Pre-packaged low risk food such as confectionery, crisps, frozen ice cream, bottled drinks. For example, newsagents, pharmacies, video stores and some milk bars; or <input type="checkbox"/> The sale to members of the public or the wholesale of whole (uncut) fruit or vegetables; or the handling of low risk food or cut fruit or vegetables and the serving of that food to children at a sessional children's service.	No fee	

3 – Register a fixed-location food business



Class 1 and 2 food businesses require at least one person who has completed food safety supervisor training.

If you are required to have a nominated Food Safety Supervisor; then you must submit a copy of their certificate of competency to Council PRIOR to commencing trading. Some businesses are exempt from nominating a Food Safety Supervisor. To find out more, see information about Food Safety Supervisors on the DHHS website:

[Food Safety Training/Supervisors](#)

CLASS 1 AND 2 PREMISES ONLY

Name of Food Safety Supervisor

I confirm I have submitted a copy of the food safety supervisor's certificate with this application.

Food Safety Program (FSP) Declaration

- DHHS Class 2 Standard Food Safety Program Template
- Other DHHS Food Safety Program – Registered Template Number _____
- Non-Standard Food Safety Program (Independent FSP) – Requires annual third-party audit

All Class 1 businesses must have an independent Food Safety Program.

Sale or consumption of liquor

If you plan on selling liquor at your food business, please contact Council's Town Planning Department to discuss any further approvals that may be required.

Trade waste consent

You will need to contact City West Water on telephone 132 642 to determine whether a grease trap is required to be installed at your business and obtain trade waste consent. If required, please consult with the Environmental Health Unit to discuss the most suitable location. Refer to the City West Water application guide here:

https://www.citywestwater.com.au/business/trade_waste.aspx

4 – Register an accommodation business



If your business is accommodation related, please complete this form. You will need to pay a new premises or transfer fee and a fee for annual registration. Registration of your accommodation business applies until 31 December each calendar year. Once your application has been received with payment it will be allocated to an Environmental Health Officer.

Type of business		Fees
<input type="checkbox"/>	Motel / hotel	Initial Fee \$187 + \$34 per room
<input type="checkbox"/>	Residential accommodation	
<input type="checkbox"/>	Rooming house	
<input type="checkbox"/>	Hostel	
<input type="checkbox"/>	Holiday camp	
<input type="checkbox"/>	Student accommodation	

Business owner date of birth*	
Number of rooms available	
Maximum number of guests	
<input type="checkbox"/>	I confirm I have submitted plans of the layout showing the size of all rooms. A formal assessment response of these plans will be provided by Wyndham City Council's Environmental Health Unit.

* Council requires your date of birth as it is a reporting requirement by state regulations.

* If your business will provide food to guests or the public then you also need to complete section 3 of this form (register a fixed-location food business).

5 – Register a health/beauty related business



If your business is health-related, please complete this form. You will need to pay a one-off or annual registration fee depending on your business activities. Please find further information from the Victorian Government here:

<https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industri>

Type of business		Fees	
		New business Note: For new businesses a pro-rata fee may apply.	Transferred business
Low risk			
<input type="checkbox"/>	Hairdresser/barber	\$665 (ongoing registration)	
<input type="checkbox"/>	Makeup – applications of cosmetics that does not involve skin penetration or tattooing		
<input type="checkbox"/>	Spray tans		
<input type="checkbox"/>	Facial or body treatments		
Medium risk			
<input type="checkbox"/>	Manicure/pedicure	\$458 (requires annual renewal)	\$274
<input type="checkbox"/>	Foot spa treatments		
<input type="checkbox"/>	Hair removal (electrolysis/IPL/laser/wax/threading)		
<input type="checkbox"/>	Ear piercing (gun only)		
High risk			
<input type="checkbox"/>	Body piercing or other skin penetration procedures	\$680 (requires annual renewal)	\$274
<input type="checkbox"/>	Tattooing/removal – includes permanent or semi-permanent makeup or cosmetic tattooing		
<input type="checkbox"/>	Dry needling		
<input type="checkbox"/>	Colonic irrigation		
Other:	_____	To be discussed	



<p>Is your business a mobile business? <input type="checkbox"/></p> <p>Mobile skin penetration and/or beauty practices are not permitted.</p>	
<p>Checklist of documents to include with application:</p>	
<p><input type="checkbox"/></p>	<p>Premise floor plans, drawn to scale with dimensions and showing every part of the premise including yards and outbuildings.</p> <ul style="list-style-type: none"> • Indicate specific use/work processes to be carried out in each room or part of establishment. • Include the location and type of all fittings and fixtures, surface finishes, furniture, shelving, benches, etc. <p>For mobile businesses, please attach a detailed plan of your business proposal including equipment storage and cleaning processes.</p> <p><i>Note: Plans may differ from plans submitted to Town Planning.</i></p> <p>A formal assessment response of these plans will be provided by Wyndham City Council’s Environmental Health Unit.</p>

6 – Register for footpath trading



If you would like to offer outdoor dining at your business, you will need to apply for a permit with City Amenity using this form. These permits apply to outdoor dining, advertising signs, display of goods and street activations on the footpath.

** Please see fee schedule at end of application form for footpath trading fees. Fees are calculated on a pro-rata basis until 31 August.

All applications		
<input type="checkbox"/>	Standard fee	\$225
Advertising		
<input type="checkbox"/>	A-Frame (1 sign/premises)	\$7.90 per month
<input type="checkbox"/>	Real estate signage (city wide permit)	\$61.00 per month
Display of goods		
<input type="checkbox"/>	Goods displayed	\$19.16 per month
Street activation		
<input type="checkbox"/>	Tables & chairs licensed (per table)	\$22.16 per month
<input type="checkbox"/>	Tables & chairs unlicensed (up to 2 tables)	\$7.50 per month
<input type="checkbox"/>	Tables & chairs unlicensed (each after)	\$13.65 per month
<input type="checkbox"/>	Screens, umbrellas & heaters	No fee
Declaration		
<input type="checkbox"/>	I have read <i>The Footpath Trading Policy and Guidelines November 2015</i> and agree to comply with them.	
<input type="checkbox"/>	I have provided a Current Certificate of Public Liability insurance for a minimum of \$20 million.	
<input type="checkbox"/>	I have consent to occupy the public space from the owners/occupiers immediately adjacent to the premises.	

7 – Apply for a planning permit

(New permits or amendments to existing permits)



Planning permission may be required for a change in use and/or development of land.

Prior to completing this form, please contact Town Planning to discuss your proposal and determine whether you require planning permits. A permit may be required if you will:

- Use the building land for a different purpose to how it is used now
- Develop or undertake external buildings and works or internal works to a building/site with special planning controls (e.g. heritage)
- Display external signage (e.g. business identification sign(s) or illuminated sign(s))
- Change access from a main road, including modified/new crossovers or a more intensified use/access to the land
- Change the areas in your business that alcohol can be served or increasing serving hours
- Reduce the number car parking or bicycle facilities available on your land

Land details	Street address of the land	
	Formal land description on Title	
	Current owner of the land	
	How is the land currently used or developed?	
The proposal	Brief description of proposal:	
	Estimated cost of development:	\$ _____
	Is this application for a new permit or an amendment to an existing permit?	<input type="checkbox"/> New permit application <input type="checkbox"/> Amended permit application Reference of permit to be amended: _____
	Are you proposing to alter access to your land from a main road?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you proposing to change the use of your land?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you proposing any buildings and works?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you proposing any reduction or waiver in car parking or bicycle facilities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you proposing any signage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Are you proposing a liquor license/ change to an existing license?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7 – Apply for a planning permit

(New permits or amendments to existing permits)



	Does your proposal qualify as a VicSmart application? https://vicsmartguide.com.au/	<input type="checkbox"/> Yes <input type="checkbox"/> No
Acknowledgement	<input type="checkbox"/>	I understand that any material submitted with this application, including plans and personal information, is publicly available for viewing (including electronically), and copies may be given to interested parties as part of the planning process under the <i>Planning and Environment Act 1987</i> .
Checklist	<input type="checkbox"/>	A full, current copy of title information for the land, including title diagrams and copies of any restrictions (e.g. covenants or section 173 agreements). This can be obtained from https://www.landata.vic.gov.au
	<input type="checkbox"/>	A plan of the existing conditions
	<input type="checkbox"/>	Plans showing the layout and details of the proposal
	<input type="checkbox"/>	Any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist
	<input type="checkbox"/>	If required, a description of the likely effect of the proposal (e.g. traffic, noise, waste, environmental impacts)

** Please see section 9 - fee schedule at end of application form for details of planning fees.



You will require a building permit if you:

- Build a new premise
- Make any internal or external changes to the building on which your business will be located (this includes the fence lines or installation of permanent structures such as shade sails)
- Change the number of people that can occupy your building at any one time
- Require alterations to buildings to make an easier accessible option for mobility in accordance with AS 1428.1 (e.g. front entrance level with footpath, wheelchair accessible toilets)

Please note:

- Building Permits can be sought from any registered building surveyor within Victoria.
- Wyndham City Council offer this service via Wyndham Building Permits located at the Civic Centre. Please contact 9742 0718 or visit our website at www.wyndham.vic.gov.au/services/wyndham-building-permits for further information.

9 – Fee Schedule

ENVIRONMENTAL HEALTH		
For new businesses a pro-rata fee may apply.		
Food (refer to section 3 for breakdown of business classes)		
Class 1	New Business - \$1255	Transfer of Business - \$693
Class 2	New Standard Class 2 Business – \$1295 New Class 2 (3PA) Business – \$1045 New Home-based Business - \$664 New Supermarket/Manufacturing Business - \$1881 Sporting Club - \$148	Transfer Standard Class 2 Business – \$706 Transfer Class 2 (3PA) Business – \$706 Transfer Home based Business - \$411 Transfer Supermarket/Manufacturing Business - \$905 Sporting Club - \$152
Class 3	New Standard Class 3 Business – \$941 New Home Business – \$454 New Importer/Distributor – \$1150 Sporting Club - \$148 Other Food Business - \$941	Transfer Standard Class 3 Business – \$514 Transfer Home Business – \$380 Transfer Importer/Distributor – \$862 Sporting Club - \$152 Other Food Business - \$514
Class 4	No fee	
All Classes (Optional)	Plan assessment fee - \$366	
Accommodation		
Initial fee	\$187	
Room fee	\$34 per room	
Health (refer to page 7 for risk classification)		
Low risk	\$368 (ongoing registration)	
Medium risk	New business - \$458 (requires annual renewal)	Transfer of registration - \$274
High risk	New business - \$680 (requires annual renewal)	Transfer of Registration - \$274

9 – Fee Schedule

FOOTPATH TRADING		
Fees are calculated on a pro-rata basis until 31 August.		
All applications	Standard fee	\$225
Advertising	A-frame (1 sign/premises)	\$7.90 per month
	Real estate signage (city wide permit)	\$61.00 per month
Display of goods	Goods displayed	\$19.16 per month
Street activation	Tables and chairs licensed (per table)	\$22.16 per month
	Tables and chairs unlicensed (up to 2 tables)	\$7.50 per month
	Tables and chairs unlicensed (each after)	\$13.65 per month
	Screens, umbrellas and heaters	No fee
PLANNING		
If your application is for more than one class of permit set out in the table below, the application fee is the highest fee which would have been applied if a separate application were made, plus 50% of each of the other fees which would apply if separate applications were made. Please contact Town Planning if you are unsure of which fee applies to your application.		
Change or allow a new use of the land (includes liquor license and reduction of car parking/bicycle facilities)	Class 1	\$1318.10
	Class 10 Cost of works = \$0 - \$100,000	\$1147.80
Building works (including advertising signs)	Class 11 Cost of works = \$100,001 - \$1, 000,000	\$1547.60
	Class 12 Cost of works = \$1,000,001 - \$5,000,000	\$3413.70

9 – Fee Schedule

If your proposal qualifies as a VicSmart application, the below fees apply instead of the previous table.

VicSmart	Class 7 Cost of works = <\$10,000	\$199.90
	Class 8 Cost of works = \$10,000+	\$429.50

Following the application lodgement there may be additional fees incurred if amended plans are submitted.

Amended plan fee (if submitted after advertising)	40% of the application fee
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