**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 |

**If you do need to speak to us please call (03) 9742 0777 to be transferred to the relevant department.**

**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.

|  |  |
| --- | --- |
| Applicant details | Page 1-2 |
| Transfer of food, accommodation or health business | Page 3 |
| Register a fixed-location food business | Page 4-7 |
| Register an accommodation business | Page 8 |
| Register a health/beauty related business | Page 9-10 |
| Register for footpath trading | Page 11 |
| Planning permit | Page 12-13 |
| Building permit | Page 14 |
| Fee schedule | Page 15-17 |

Mandatory for all applications:

***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.***

**Step 1: Mandatory for all applications:**

**Applicant details**

Complete section 1

**Fee schedule**

Refer to section 9

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

**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

**Planning permit**

Complete section 7

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

**Footpath trading permit**

Complete section 6

**Step 4: Will you carry out any commercial activity on the footpath?**

**This includes display of A-frame signs, goods and outdoor furniture.**

**Transfer of business**

Complete section 2

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

**Step 2: What does your business involve?**

**Note: More than one type of business may apply.**

**Food and drink**

Complete section 3

**Other business**

Skip to step 4

**Health/beauty related business**

Complete section 5

**Accommodation**

Complete section 4

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?** | Yes  No | | |
| **Australian Business Number (ABN)** |  | | *If you have not yet registered your business and trading name, you can submit this information to the Council at a later time.* |
| **Australian Company Number (ACN)** |  | |

Page 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is the applicant completing this form for the business owner or are you completing the application on behalf of the owner?** | Business owner | | | |
| On behalf of owner | | Insert role: | |
| **Primary language spoken at business** |  | | | |
| **Expected date to open business** |  | | | |
| **Anticipated operating hours** |  | | | |
| **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** |
|  | |  | |  |

Page 2

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** |  |  |
| **Company Name** |  |  |
| **Business trading name** |  |  |
| **Trading Address** |  |  |
| **Current registration number** |  |  |

*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/Company Name** | | **Signature** | **Date** |
|  | |  |  |
| **Print business owner name** | | **Signature** | **Date** |
|  | |  |  |
| *The application to transfer a registration must be submitted 15 business days prior to settlement.* | | | |
| **Proposed settlement date** |  | | |

Page 3

**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:** | |
|  | Premise floor plans, drawn to scale with dimensions and showing every part of the premise including yards and outbuildings.   * 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.   *Note: Plans may differ from plans submitted to Town Planning.* |
| **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. | |
|  | |
| Floor area of premises \_\_\_\_m2 | |

Wyndham City Council’s Environmental Health Unit can provide a formal assessment of your structural plans for a fee of $373. 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**](http://www.health.vic.gov.au/foodsafety/foodclass/index)

Page 4

**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** |
|  | **Class 1** | Food being prepared or served exclusively for vulnerable groups. | Aged care service  Hospital  Childcare  Meals on wheels service | $1280 | $707 |
|  | **Class 2** | Food premises selling or handling unpackaged food requiring temperature control. | Cafés, delis, take-away premises, restaurants  Home business manufacturing high risk products that require refrigeration such as cakes containing cream, custard, homemade ganache  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  Supermarket or manufacturer  Sporting club - no restaurant or gaming - not for profit community groups such as volunteer run school canteens  Other food business handling unpackaged high-risk food | $1321  $677  No fee  $1919  $151  $1066-$1321 | $721  $333  Not applicable  $1532  $155  $721 |

Page 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Class 3** | Food premises selling or handling unpackaged food that does not require temperate control and/or pre-packaged food requiring temperature control | Greengrocer that only sells cut fruit, vegetables and/or packaged food  Home business selling low risk baked products that do not require refrigeration such as cakes without cream, custard  Wholesaler / distributor / importer of food - food is sold to other food businesses.  Sporting club - No restaurant or gaming - not for profit community groups such as volunteer run school canteens  Community group – cooked on site and served immediately - non-profit, all food handlers are volunteers  Other food business that:   * 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 | $960  $463  $1173  $151  No fee  $960 | $524  $333  $969  $155  Not applicable  $524 |
|  | **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. | 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  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 | |

Page 6

**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  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**](https://www.citywestwater.com.au/business/trade_waste.aspx) |

Page 7

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** |
|  | Motel / hotel | Mandatory Plan Assessment Fee $305  Initial Fee $191  + $35 per room |
|  | Residential accommodation |
|  | Rooming house |
|  | Hostel |
|  | Holiday camp |
|  | Student accommodation |

|  |  |  |
| --- | --- | --- |
| **Business owner date of birth\*** | |  |
| **Number of rooms available** | |  |
| **Maximum number of guests** | |  |
|  | 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).

Page 8

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>

Page 9

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of business** | | | **Fees** | |
| **New business**  **Note: For new businesses a pro-rata fee may apply.** | **Transferred business** |
| **Low risk** | | | | |
|  | | Hairdresser/barber | $678 (ongoing registration) | |
|  | | Makeup – applications of cosmetics that does not involve skin penetration or tattooing |
|  | | Spray tans |
|  | | Facial or body treatments |
| **Medium risk** | | | | |
|  | | Manicure/pedicure | $437  (requires annual renewal) | $280 |
|  | | Foot spa treatments |
|  | | Hair removal (electrolysis/IPL/laser/wax/threading) |
|  | | Ear piercing (gun only) |
| **High risk** | | | | |
|  | | Body piercing or other skin penetration procedures | $694  (requires annual renewal) | $280 |
|  | | Tattooing/removal – includes permanent or semi-permanent makeup or cosmetic tattooing |
|  | | Dry needling |
|  | | Colonic irrigation |
| Other: ­ | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | To be discussed | |
| Is your business a mobile business?  Mobile skin penetration and/or beauty practices are not permitted. | | |  | |
| **Checklist of documents to include with application:** | | |  | |
|  | Premise floor plans, drawn to scale with dimensions and showing every part of the premise including yards and outbuildings.   * 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.   For mobile businesses, please attach a detailed plan of your business proposal including equipment storage and cleaning processes.  *Note: Plans may differ from plans submitted to Town Planning.*  A formal assessment response of these plans will be provided by Wyndham City Council’s Environmental Health Unit. | | | |

Page 10

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.

|  |  |  |
| --- | --- | --- |
| **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 & chairs licensed (per table) | $22.16 per month |
|  | Tables & chairs unlicensed (up to 2 tables) | $7.50 per month |
|  | Tables & chairs unlicensed (each after) | $13.65 per month |
|  | Screens, umbrellas & heaters | No fee |
| **Declaration** | | |
|  | I have read *The Footpath Trading Policy and Guidelines November 2015*and agree to comply with them. | |
|  | I have provided a Current Certificate of Public Liability insurance for a minimum of $20 million. | |
|  | I have consent to occupy the public space from the owners/occupiers immediately adjacent to the premises. | |

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

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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

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|  |  |  |  |
| --- | --- | --- | --- |
| **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? | | New permit application  Amended permit application  Reference of permit to be amended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Are you proposing to alter access to your land from a main road? | | Yes  No |
|  | Are you proposing to change the use of your land? | | Yes  No |
|  | Are you proposing any buildings and works? | | Yes  No |
|  | Are you proposing any reduction or waiver in car parking or bicycle facilities? | | Yes  No |
|  | Are you proposing any signage? | | Yes  No |
|  | Are you proposing a liquor license/ change to an existing license? | | Yes  No |
|  | Does your proposal qualify as a VicSmart application? **https://vicsmartguide.com.au/** | | Yes  No |
| **Acknowledgement** |  | 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 *Planning and Environment Act 1987.* | |
| **Checklist** |  | 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** | |
|  | A plan of the existing conditions | |
|  | Plans showing the layout and details of the proposal | |
|  | Any information required by the planning scheme, requested by Council or outlined in a Council planning permit checklist | |
|  | 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.

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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**](http://www.wyndham.vic.gov.au/services/wyndham-building-permits)for further information.

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|  |  |  |
| --- | --- | --- |
| **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 - $1280 | Transfer of Business - $707 |
| **Class 2** | New Standard Class 2 Business – $1321  New Class 2 (3PA) Business – $1066  New Home-based Business - $677  New Supermarket/Manufacturing Business - $1919  Sporting Club - $151 | Transfer Standard Class 2 Business – $721  Transfer Class 2 (3PA) Business – $721  Transfer Home based Business - $333  Transfer Supermarket/Manufacturing Business - $1532  Sporting Club - $155 |
| **Class 3** | New Standard Class 3 Business – $960  New Home Business – $463  New Importer/Distributor – $1173  Sporting Club - $151  Other Food Business - $960 | Transfer Standard Class 3 Business – $524  Transfer Home Business – $333  Transfer Importer/Distributor – $969  Sporting Club - $155  Other Food Business - $524 |
| **Class 4** | No fee | |
| **All Classes (Optional)** | Plan assessment fee - $373 | |
| **Accommodation** | | |
| **Plan Assessment fee (Mandatory)** | $305 | |
| **Initial fee** | $191 | |
| **Room fee** | $35 per room | |
| **Health** (refer to page 7 for risk classification) | | |
| **Low risk** | $678 (ongoing registration) | |
| **Medium risk** | New business - $437 (requires annual renewal) | Transfer of registration - $280 |
| **High risk** | New business - $694 (requires annual renewal) | Transfer of Registration - $280 |

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|  |  |  |  |
| --- | --- | --- | --- |
| **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 | |
| **Building works (including advertising signs)** | Class 10  Cost of works = $0 - $100,000 | $1147.80 | |
| 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 | |

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

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|  |  |  |
| --- | --- | --- |
| **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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