Checklist – What to submit/include

# Town Planning

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| --- | --- |
| [ ]   | 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) |

# Environmental Health

## Food related business

|  |  |
| --- | --- |
| [ ]  | **Floor Plan:** 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, splash backs 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.* **Food Safety Supervisors Certificate**: Food Safety Supervisors Certificate complete with relevant codes. See FSS Fact sheet for confirmation of relevant codes required. **Trade Wastewater Consent:** Trade Wastewater Consent letter.  |

## Health related business

|  |  |
| --- | --- |
| [ ]  | 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. |

# Local Laws

## Footpath trading

|  |  |
| --- | --- |
| [ ]  | 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 $10 million. |
| [ ]  | I have consent to occupy the public space from the owners/occupiers immediately adjacent to the premises. |

# Building

## Alterations to buildings

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 0716 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.