 **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 Council45 Princes HwyWerribee VIC 30308.00am to 4.30pm Monday to Friday | P.O Box 197Werribee VIC 3030 |

If you need to speak with us please call 1300 023 411 to be transferred to the relevant department.

**Fees and payment methods**

A fee schedule is attached at the 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 an 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 2: What does your business involve?**

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

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

**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, please ensure you have completed a **Small Business enquiry Form** and received a response from either Small Business Support Officer; Suzanna Raea or Robyn Gilbert.

[ ]  **I have discussed my business proposal with one of Council’s Small Business Support Officers.**

**All fields in this section must be completed.**

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) Must be Pty Ltd. Must provide ACN number. Cannot accept Trust for Company 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)** |  |

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

Are you buying an existing 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** |
| 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.*

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

**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:** |
| [ ]  [ ]  [ ]   | **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 Agreement, Consent or TW reference number:** See more Trade Waste details on page 7 of this form.  |
| **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 premise/s \_\_\_\_\_\_\_m2**  |

Wyndham City Council’s Environmental Health Unit can provide a formal assessment of your structural plans for a fee of $378. 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 – plans must be included with application to progress.

[ ]  I have provided the size of the floor area of the premise/s – see above in red, you must complete this to progress application.

**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)

**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.** |
| [ ]  | **Class 1** | Food being prepared or served exclusively for vulnerable groups. | [ ] Aged care service[ ]  Hospital[ ]  Childcare [ ]  Meals on wheels service | $1299 |
| [ ]  |  **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 | $1340$687No fee$1947$153$1082-$1340 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| [ ]  |  **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
 | $974$469$1,190$153No fee$974 |
| [ ]  |  **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 |

**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** |
| Whether your business is food related or industrial or other, you may be creating some form of wastewater (or trade waste) that needs to be treated before it can be discharged to the sewer network. Different types of businesses will have different trade waste responsibilities covered by different consent agreements between your business and Greater Western Water. **All food related businesses will need to provide a copy of this consent to Wyndham Council upon applying for a fixed location and mobile food premise permit. (TW reference number provided by Greater Western Water is also sufficient).** For more information visit the Greater Western Water website, or for clarification specific to your business, contact Greater Western Water: by phone on 13 44 99, or via email: tradewaste@gww.com.au.  |

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 $309Initial Fee $193+ $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).

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-industries>

|  |  |
| --- | --- |
| **Type of business** | **Fees** |
| **New business****Note: For new businesses a pro-rata fee may apply.** | **Transferred business** |
| **Low risk** |
| [ ]  | Hairdresser/barber | $687 (ongoing registration) |
| [ ]  | Makeup – applications of cosmetics that does not involve skin penetration or tattooing |
| [ ]  | Spray tans  |
| [ ]  | Facial or body treatments |
| **Medium risk** |
| [ ]  | Manicure/pedicure | $443(requires annual renewal) | $284 |
| [ ]  | Foot spa treatments |
| [ ]  | Hair removal (electrolysis/IPL/laser/wax/threading) |
| [ ]  | Ear piercing (gun only) |
| **High risk** |
| [ ]  | Body piercing or other skin penetration procedures | $704(requires annual renewal) | $284 |
| [ ]  | 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:** |  |
| [x]  | 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. |

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

|  |
| --- |
| **All applications** |
| [ ]  | Standard fee | $281 |
| **Advertising** |
| [ ]  | A-Frame (1 sign/premises) | $8.20 per month |
| [ ]  | Real estate signage (city wide permit) | $63.20 per month |
| **Display of goods** |
| [ ]  | Goods displayed | $19.80 per month |
| **Street activation** |
| [ ]  | Tables & chairs licensed (per table) | $22.90 per month |
| [ ]  | Tables & chairs unlicensed (up to 2 tables) | $7.80 per month |
| [ ]  | Tables & chairs unlicensed (each after) | $14.10 per month |
| [ ]  | Screens, umbrellas & heaters | No fee |
| **Declaration** |
| [ ]  | I have read [*The Footpath Trading Policy and Guidelines November 2015*](https://www.wyndham.vic.gov.au/footpathtrading)and agree to comply with them. |
| [ ]  | I have provided a Current Certificate of Public Liability insurance for a minimum of $10 million in respect of any single occurrence.  |
| [ ]  | I have consent to occupy the public space from the owners/occupiers immediately adjacent to the premises. |

Prior to completing Section 7, it is strongly recommended you discuss your proposed business with Council’s Small Business Support officer (03) 8376 5519 or a member of our Town Planning team. **You must also complete all fields in section 1.**

A permit may be required if you:

* Use the building/land for a different purpose to how it is currently being used
* Construct buildings or undertake external or internal works to a building/site
* 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? | [ ]  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.

You will require a building permit if you are:

* Building a new premise/s
* Make any internal or external changes to the building in which your business will be located (this includes non-loadbearing walls, cool rooms, fence lines and/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 (03) 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.

|  |
| --- |
| **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 - $1299 |
| **Class 2** | New Standard Class 2 Business – $1340New Class 2 (3PA) Business – $1082New Home-based Business - $687New Supermarket/Manufacturing Business - $1952Sporting Club - $153 |
| **Class 3** | New Standard Class 3 Business – $974New Home Business – $469New Importer/Distributor – $1190Sporting Club - $153Other Food Business - $974 |
| **Class 4** | No fee |
| **All Classes (Optional)** | Plan assessment fee - $378 |
| **Accommodation** |
| **Plan Assessment fee (Mandatory)** | $309 |
| **Initial fee** | $193 |
| **Room fee** | $35 per room |
| **Health** (refer to page 7 for risk classification) |
| **Low risk** | $687 (ongoing registration) |
| **Medium risk** | New business - $443 (requires annual renewal) | Transfer of registration - $284 |
| **High risk** | New business - $704 (requires annual renewal) | Transfer of Registration - $284 |

|  |
| --- |
| **FOOTPATH TRADING****Fees are calculated on a pro-rata basis until 31 August.** |
| **All applications** | Standard fee | $281 |
| **Advertising** | A-frame (1 sign/premises) | $8.20 per month |
| Real estate signage (city wide permit) | $63.20 per month |
| **Display of goods** | Goods displayed | $19.80 per month |
| **Street activation** | Tables and chairs licensed (per table) | $22.90 per month |
| Tables and chairs unlicensed (up to 2 tables) | $7.80 per month |
| Tables and chairs unlicensed (each after) | $14.10 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 | TBC |
| **Building works (including advertising signs)**  | Class 10 Cost of works = $0 - $100,000 | TBC |
| Class 11Cost of works = $100,001 - $1, 000,000 | TBC |
| Class 12Cost of works = $1,000,001 - $5,000,000 | TBC |

|  |  |  |
| --- | --- | --- |
| **VicSmart** | Class 7Cost of works = <$10,000 | TBC |
| Class 8Cost of works = $10,000+ | TBC |

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

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

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