

Application to Construct or Alter a Food Business

Application for approval for: (Please tick relevant box)

- The design and fit out of a new fixed food premises or mobile vehicle
 Alterations to an existing fixed food premises or mobile vehicle

SECTION 1. APPLICANT/ LICENSEE DETAILS This person/company will be the licence holder and responsible for compliance with the Food Act 2008.			
Proprietor's Full Name (person's name):			
Proprietor's Residential Address:			
Phone:			
Email (Renewals, Food Recalls and Direct Contact):			
Section 2. PREMISES DETAILS (FOR FIXED, DOMESTIC OR CAMP KITCHEN PREMISES)			
Business Name:			
If food business was previously registered, please provide name of existing business:			
Address of Premises: shop no. unit no. street no.			
Street name:		suburb:	postcode:
Coordinates if camp kitchen:			
Business Phone:		Business Email:	
Postal Address:			
SECTION 3- PREMISES DETAILS (FOR MOBILE VEHICLE/TRAILER)			
Registration:			
Make:			
Model:			
Local inspection address:			
SECTION 4. DETAILS OF ALTERATIONS (Complete this section only if the approval is for the alterations to an existing food business)			
i) Please provide details of alteration:			
ii) Will the food business be operating during the period of the proposed works? Yes No			
If "yes, please provide further details on the use of any temporary measures and how the business will prevent potential contamination:			
iii) Is the business changing the type, activity, processing methods and/ or intended customer base?			
Yes		No	
If yes, please provide further details AND please complete separate Application for Notification/ Registration of Food Business as the risk of the your food business may have changed.			

PLANS

Copies of the following plans and documentation will be required for each application. Plans must be to scale, neat and give an accurate representation of your premises. Plans may be submitted in A3 hard copy or electronically

1) Site plans – Drawn to scale:

site location
waste storage and disposal facilities
car parking, delivery docks and loading areas
toilet facilities including customer and staff toilet and change room facilities with staff numbers

2) Floor Plan -Drawn to scale:

Position and details of all equipment, fixtures and fittings -detail length, depth and width
Use of every room/area including office, cashiers, dry storage, chemicals storage, cooking area, servery, display area, preparation, wash up areas, cold and frozen storage
Number of seating provided for diners including estimated number of patrons
Plans of cool rooms and freezer rooms
The type of materials used and schedule of finishes for all walls, floors, ceilings, benches, shelves and any other surfaces
Lighting
Windows, service counters and door openings
Alfresco and outdoor dining areas

3) Mechanical Ventilation Plans -Drawn to scale:

Submit plans of the proposed mechanical ventilation system and certification to demonstrate that the mechanical exhaust ventilation system is designed, fitted and operates to AS 1668.2
Locations and details of any air conditioners, compressors and condensers

4) Transport Vehicle Plan - Drawn to scale:

Details of all equipment, fixtures and fittings and type of materials used

5) Potable Water Supply

Provide a copy of Laboratory Certificate to demonstrate that potable water supply from rainwater tank or bore water complies with NHMRC Australian Drinking Water Guidelines 2011

6) Trade Waste (Please contact Water Corporation on 13 13 95 for further information)

Provide a copy of Trade Waste Permit from Water Corporation
Provide details of trade waste pre-treatment where installation of an approved grease arrestor is not required (e.g. premises with no cooking but reheating only)
Provide Water Corporation Grease Arrestor ID Number (if applicable)
Provide details of the Licensed FogMan (fats, oils, grease management) Liquid Waste Collector from a grease arrestor (if applicable)
Provide location of grease arrestor discharge for mobile food businesses

Note:

If any facilities are shared or detached, please provide written confirmation from owner of property showing area or number of facilities allowed and distance to facilities (eg toilets, waste storage and dining areas in food court).

An Approval to Construct does not allow the commencement of the operation of the food business, until a final inspection has been conducted by a Council Environmental Health Officer and that the business is provided with a **Verification of Notification or Certificate of Registration under the Food Act 2008**.

Fees applicable for assessment and approval of plans and specifications include an initial inspection. Further inspection fees are applicable for additional visits prior to approval.