

# Application – Plan Approval to Construct or Refit a Food Premises

Food Act 2006

You must complete all questions unless the form indicates otherwise. Incomplete forms or forms without all necessary information and documentation will result in your application being an improperly made application.

Please:

- complete all sections of the form and return to Council; and
- provide any mandatory supporting information identified on the application form; and
- submit the applicable fee

Processing of Plans - Standard

Processing of Plans – Minor Food, & Non Licensable Businesses and Minor Changes to existing plans approvals

To: Chief Executive Officer, Douglas Shire Council

## 1. APPLICANT DETAILS (NB: A Trading/Business Name is not an Entity. Only a Legal Entity can hold a Licence)

**Note:** The applicant is the person who will hold the permit and will be legally responsible for complying with the applicable conditions. A business name or trust is not a legal entity and should not be entered in this field as the applicant. Where a person or company operates a business, the applicant is the person or company.

**Application Contact Name:**

**Applicant (Entity) Name:** *Example – Jane Bloggs & Joe Bloggs, Joe Bloggs Pty Ltd, Jones Ltd, The Business Inc.*  
 (Individual/Partnership/Corporation)

**For Corporations, please provide the following information. For additional names, please attach.**

**Director Name:**

**Director Name:**

**Registered Office Street Address:**

**For Committees of Incorporated Entities, please attach a list of all current committee members.**

**Applicant Postal Address:**

Does this postal address apply to all Council Departments (i.e. rates, water, permits, animals etc)  Yes  No

**ACN / ABN:**  
 (where applicable)

**Telephone:**

**Mobile:**

**Email:**

## 2. PROPERTY OWNER/AGENT CONSENT

**Contact Name:**

**Full Owner Name:**

**Telephone:**

**Mobile:**

**Email:**

**Signature of Owner or Agent:**

OFFICE USE ONLY			
Receipt Type: 779	Fee Paid:	Receipt No:	CSO:

### 3. FOOD BUSINESS DETAILS

Business Contact Name:

Trading Name:

Business Address:

Postal Address:

(if different to Applicant)

Telephone:

Mobile:

Email:

Is the proposed business connected to Council's Town Water Supply? Yes  No  (if No please complete below)

Water Source:

Bore Water / Rainwater Tank / Water Course / Other:

(please circle/state answer)

**NB: From October 2015 it became a MANDATORY requirement for all food and accommodation businesses using a private water supply to implement a suitable Water Management Plan (WMP). See an Environmental Health Officer for a template.**

### 4. SITE PLAN (Please advise details where applicable)

Provide two (2) copies of plans specifications and drawings showing floor plans and elevations to a scale not less than 1:100.

Ensure the following information is included on the plans :-

- A legend of numbered fixtures, fittings, equipment, lighting, materials, etc.
- List of finishes for walls, floors and ceilings (e.g.- tiles, stainless steel, painted plasterboard, etc) inc. colours
- Identify the proposed use of all sinks (e.g.- hand washing, food preparation, cleaners sink, dishwashing, etc)
- Details of pipes, floor drainage, grease trap and connections to sewer
- Location of storage areas (e.g.-dry store, chemical storage, personal belongings, waste storage, etc)
- Dimensions & specifications of mechanical exhaust ventilation
- Location of toilets
- Any other relevant information

### 5. CHECKLIST (Please tick where attached)

Please ensure you submit the relevant documentation to support this application:

	Applicant	Office Use
Brief description of proposed operations including process flow and food types (mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
2 x Plans (mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
Application fee (mandatory)	<input type="checkbox"/>	<input type="checkbox"/>
Draft Water Management Plan (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Pest Management Plan – including a copy of a recent report from a licenced pest controller	<input type="checkbox"/>	<input type="checkbox"/>
Gas Compliance Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Mechanical Exhaust Canopy Certificate Demonstrating Compliance (to AS1668.2-2002)	<input type="checkbox"/>	<input type="checkbox"/>

NB: To assist with the assessment of your application, you may also wish to attach other documentation that may be relevant.

### 6. DECLARATION (Please attach further applicant signatures where applicable)

Signing this form is a legal declaration that all the details provided are true and correct and gives consent to the making enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matter relevant to this application.

NB: If the applicant is a Corporation, the signing applicant must state his/her position and have delegated authority to sign on behalf of the Corporation. If the applicant is a partnership, both partners must sign the form.

Full Name:

(please print)

Position:

Signature:

Date:

Your personal information has been collected for the purpose of processing your application for approval to construct or refit a food premises. The collection of this information is authorised under the Food Act 2006. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.

### FEES AND CHARGES 2017/18

Plan Approval Category	
Processing of Plans – Standard	\$ 390.20
Processing of Plans – Minor Food, Low Risk Food & Non Licensable Businesses	\$ 258.25