

Food Business Application for Pre-approval Supporting Documentation

Please provide detailed information about your food business to assist our Health Team in assessing your request for pre-approval.

What is your food business and what will you be selling?

Business type* (café, restaurant, bakery, nursing home kitchen, childcare centre, manufacturer etc.)

Menu items and ingredient list*

Processes used to prepare food* (e.g. thawing, cooking, reheating, sous vide etc.)

Method of Sale* (e.g. packaged wholesale, retail, online, etc.)

Will your food require transportation, pick-up or delivery?*

Yes

No

No. of employees on-site?*

1 (sole trade, no employees)

> 1-20

>20

Waste water connection

Sewer

Septic

If you are on a septic system you may be required to upgrade the system or connect to the sewer if available.

Is there a Grease trap onsite?*

Yes

No

Unknown

***Checklist for contacting relevant departments** – by ticking the below, I am declaring that I have contacted all relevant departments for my pre-approval application:

MANNINGHAM DEPARTMENTS		NUMBER
<input type="checkbox"/>	Statutory Planning New or change of existing business, for car parking space requirements and structural signage changes, home-based businesses, and other related permits	9840 9470
<input type="checkbox"/>	Building Services Any fit-out or proposed structural changes to a building, and for public and staff toilet requirements, and other related permits	9840 9430
<input type="checkbox"/>	Environmental Health Any fit-out or proposed food business, or if the business is operating a septic tank system (unsewered)	9840 9479
<input type="checkbox"/>	City Compliance A-frame signage, footpath trading, keeping animals (e.g., poultry)	9840 9450
EXTERNAL DEPARTMENTS		
<input type="checkbox"/>	Yarra Valley Water Trade Waste Team Trade waste agreements including grease traps	1300 771 865
<input type="checkbox"/>	Victorian Commission for Gambling and Liquor Any businesses selling or providing alcohol.	1300 182 457



Interpreter service
9840 9355

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***Site Plan Checklist** – use this list to check that your floor plans include all the below information before sending your application to our Environmental Health Team

<input type="checkbox"/> Surface finishes of walls, floors, ceilings and work areas e.g., white tiles, food-grade washable gloss paint, light colour, stainless steel, floor covings	<input type="checkbox"/> Cooking equipment: stoves, oven fryers etc.
<input type="checkbox"/> Fridges and freezers	<input type="checkbox"/> All food preparation areas and benches
<input type="checkbox"/> Food storage areas	<input type="checkbox"/> Equipment storage
<input type="checkbox"/> Hand wash basins for all food handling areas and toilets. Hands-free tap with a single outlet	<input type="checkbox"/> Chemical storage
<input type="checkbox"/> Double bowl sinks	<input type="checkbox"/> Mechanical ventilation system AS1668.2-1991
<input type="checkbox"/> Dishwasher Rinse cycle of greater than 80°C	<input type="checkbox"/> Doors
<input type="checkbox"/> Benches and shelving	<input type="checkbox"/> Waste and wastewater disposal facilities. If a grease trap is required, visit Yarra Valley Water
<input type="checkbox"/> Mop sink/cleaner's sinks	<input type="checkbox"/> Grease trap locations (Note: It must not be located in food preparation/storage areas)
<input type="checkbox"/> Staff storage areas	<input type="checkbox"/> Toilets and vanity units
<input type="checkbox"/> I have attached full detailed floor plans so that a formal assessment of my plans can be undertaken with this application	<input type="checkbox"/> External storage areas

*Proprietor Declaration

You must include the above details in your plans for your application to be accepted.

Name of Proprietor*

Signature of Proprietor*

Please allow 10 working days for the assessment of your application.

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I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.

