

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
	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
	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
	Environmental Health	Any fit-out or proposed food business, or if the business is operating a septic tank system (unsewered)	9840 9479
	City Compliance	A-frame signage, footpath trading, keeping animals (e.g., poultry)	9840 9450
EXTERNAL DEPARTMENTS			
	Yarra Valley Water Trade Waste Team	Trade waste agreements including grease traps	1300 771 865
	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

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

*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.

Privacy Statement

Manningham City Council (MCC) is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). All personal information collected by MCC will be used for MCC's business purposes and kept confidential. It will not be disclosed to third parties unless MCC is required to disclose the information under other legislation or disclosure is necessary to complete the purpose for which it is sought. You may access information you have provided to MCC at any time and make corrections if you believe that information is incorrect. Copies of MCC's Information Privacy and Security Policy and Health Records Policy are available on the website at www.manningham.vic.gov.au/privacy

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



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