

In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9300

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Information required to be submitted:

Application fees

The fees are determined by the classification risk of the food handled at the premise plus the number of full time equivalent employees at the premise. They are outlined further in this application form. Fees are due upon lodgement of application therefore the application will not be processed until required payment has been received.

Application form

Required to be filled out correctly, signed and dated.

Premises floor plans

Plan drawn to scale of not less than 1 to 100 which:

- Shows every part of the premises including yards and outbuilding;
- Indicate the specific work processes to be carried out in each room, compartment or part of the establishment including the use to which any outbuildings will be placed;
- Shows the location and type of all fixtures, equipment, furniture, shelving, benches, etc;
- Show the room or enclosure to be provided for the storage of cleaning equipment and materials and the clothing, footwear and personal effects of employees; and
- Shows the area outside the establishment to be set aside for the temporary storage of refuse and indicates the size of bins and method of rubbish disposal. Quantity required by the council is two.

Premises specifications

Specifications describing the type of materials to be used in the construction and finishing of all floors, walls, ceilings, partitions, benches, shelving, fittings, cupboards and all fixtures and equipment. Attach a full description of all processes to be conducted on site. Quantity required by the council is two.

General information:

Alterations to existing premises

To discuss the extent of the alterations to determine if plans need to be submitted for approval contact the council's environmental health team on (02) 6022 9300.

Building Services

Registration cannot be issued until the development has met all building permit requirements if necessary

Food classes

There are four classes of food premises – class 1, class 2, class 3 and class 4. The new classification system means that regulatory requirements are better matched to the level of food safety risk associated with the food handling activities at different types of premises. Class 1 has the highest and class 4 the lowest level of legal requirements.

In summary, the new classes are:

Class 1 – hospitals, child care centres and aged care services which serve high risk foods;

Class 2 – other premises that handle high risk unpackaged food;

Class 3 – premises that handle unpackaged low risk or high risk pre-packaged food, and warehouses and distributors; and

Class 4 – pre-packaged low risk food.

Inspections

Wodonga Council reserves the right to charge for re-inspection or additional inspections particularly where the original inspection was not ready, incomplete or the like.

Proprietor

Proprietor of a food business means:

- The person carrying on the food business; or
- If that person cannot be identified, the person in charge of the business.

Statutory planning

To ensure the proposed location meets the correct zoning requirements, phone the council's planning team on (02) 6022 9300. Registration cannot be issued until the development has met all planning permit requirements if necessary.

Trade waste

North East Water has a trade waste by-law designed to regulate waste discharge from commercial and industrial premises. If you are in doubt about whether your business is covered by this by-law, please contact the trade waste officers on 1300 361 622.

Type of plans	<input type="checkbox"/> Construct new premises <input type="checkbox"/> Altering existing premises <input type="checkbox"/> Fitting out existing premises			
	Proposed opening date:			
	Total floor area (m ²):			
	Total costs of works:			
Food related details	Type of food premise: <i>For example, cafe, take-a-way, warehouse</i>			
	Description of food premise proposed use: <i>(For example: commercial kitchen, food preparation facility for the preparation of food to be sold from a mobile food vehicle)</i>			
	Brief description of the food prepared or stored on the premise:			
Premises details	Trading name:			
	Trading address:			
	Number of staff working at premise:			
	Full time _____ Part-time _____ Casual _____			
Proprietor details	<input type="checkbox"/> Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company			
Proprietor one	Company/partnership name:			
	Authority: For example, director			
	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss			
	Given name/s:			
	Surname:			
	Date of birth:			
	Postal address:			
	Suburb:		State:	Post code
	ABN:		ACN:	
	Phone (work):		Phone (home):	
	Mobile:		Fax:	
	Email:			
	Proprietor two If applicable.	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Given name/s:				
Surname:				
Date of birth:				
Postal address:				
Suburb:		State:	Post code	
ABN:		ACN:		
Phone (work):		Phone (home):		
Mobile:		Fax:		
Email:				

Contact for this application Please provide details of the person you want the council to communicate with about the application.	Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss
	Given name/s:
	Surname:
	Postal address:
	Suburb: _____ State: _____ Post code _____
	Phone (work): _____ Phone (home): _____
	Mobile: _____ Fax: _____
	Email: _____
Declaration This form must be signed by the person making the request. Remember it is against the law to provide false or misleading information, which could result in a fine.	I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge. This application is a legal document and penalties exist for providing false or misleading information. If the business is owned by a sole trader or a partnership, the proprietor/s must sign and print name/s. If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.
	Proprietor one
	Name: _____
	Signature: _____
	Date: / /
	Proprietor two
	Name: _____
	Signature: _____
Date: / /	
Attached items	Please tick the items that you have attached: <input type="checkbox"/> Floor plan (2) <input type="checkbox"/> Specifications (2) <input type="checkbox"/> Application fee
Payment options *Please make cheques payable to 'Wodonga City Council'	Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.
	In person - EFTPOS, credit card, cheque or cash
	Mail options - cheque* or credit card
	<i>PLEASE NOTE: Regardless of how you choose to pay for the application, your application will not be processed by the council until required payment has been received.</i>

OFFICE USE ONLY	
Application number:	Application date:
Receipt number:	Registration date: