

**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

*PLEASE NOTE: Registration is not official until the council has approved a registration application. For a plans approval application to be processed, you must submit the following;*

### 1. This application form

This must be completed correctly, signed and dated.

### 2. 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. Information needed to determine this fee is outlined further in this application form and are available on councils website. Fees are due upon lodgement of application. The application will not be processed until the required payment has been received. This fee includes processing of this application, one initial assessment site inspection and one preopening inspection.

Please note: Wodonga Council reserves the right to charge for re-inspection or additional inspections, particularly where the original inspection non-compliances are not ready, incomplete or the like.

### 3. 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;
- Indicates the specific work processes to be carried out in each room, compartment or part of the establishment including the use any outbuildings;
- Shows the location and type of all fixtures, fittings, equipment, furniture, shelving, benches, etc;
- Shows 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 receptacles and method of rubbish disposal. This must be adequate for your business. Minimum requirement is two i.e. one for recyclables and one for perusable waste.

### 4. 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, fixtures and equipment. Attach a full description of all processes to be conducted on site.

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### General information:

#### Alterations to existing premises

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

#### Statutory planning

To ensure the proposed location meets the correct zoning requirements, please 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.

#### Building Services

Registration cannot be issued until the development meets all building 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 of North East Water on 1300 361 622.

#### 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.

#### Food classes

There are four classes of food premises – class 1, class 2, class 3 and class 4 that match the level of food safety risk associated with the food handling activities. Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, 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.



<b>Contact for this application</b> 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:				
<b>Declaration</b> 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.	<b>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.</b>			
	<b>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.</b>			
	<b>Proprietor one</b>			
	Name (print):			
	Signature:			
	Date:     /     /			
	<b>Proprietor two</b>			
	Name (print):			
	Signature:			
	Date:     /     /			
<b>Attached items</b>	Please tick the items that you have attached:			
	<input type="checkbox"/> Floor plan <input type="checkbox"/> Specifications <input type="checkbox"/> Application fee			
<b>Payment options</b>	<b>Please visit <a href="http://wodonga.vic.gov.au">wodonga.vic.gov.au</a> for applicable fees and charges or phone Customer Focus on (02) 6022 9300.</b>			
*Please make cheques payable to 'Wodonga City Council'	<b>In person</b> - EFTPOS, credit card, cheque or cash			
	<b>Mail options</b> - 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 and cleared.</i>			

<b>OFFICE USE ONLY</b>		<b>Version 2: May 2018 Review date: May 2021</b>	
Application number:		Application date:	
Receipt number:		Registration date:	

*Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.*