

## APPLICATION FORM - FOOD ACT PREMISES

Please **COMPLETE** and return this application to the Hume City Council Public Health Unit, 1079 Pascoe Vale Rd, Broadmeadows, 3047, together with premise plans (optional)

1. Premises Plans to be sent electronically to [healthadmin@hume.vic.gov.au](mailto:healthadmin@hume.vic.gov.au) (preferably)

**DETAIL SELECTION:**

<b>Applicants Name (s)</b>	Given Name:	Surname:	
<b>Applicants Postal Address</b>			
			Suburb:                      Postcode
<b>Trading name of business</b>			
<b>Address of Food Premises</b>			
	Suburb:		Postcode:
<b>Contact Details:</b>	Phone		Mobile:
	Email		ABN:

**Applicants Involvement:**    Proprietor    Builder    Architect    Other (Please specify) .....

<b>Proprietor OR Company Name:</b> <i>(If company please provide certificate of incorporation)</i>	
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**TYPE OF PREMISES:**

- Warehouse      Café/Restaurant      Take Away                       Convenience Store  
 Canteen             Manufacturer             Low risk packaged food      Home-based business  
 Other (please specify).....      Mobile Food Van - Food Vehicle Registration number.....

**OTHER PERMITS**

Building and/or a Planning permits may be required for your proposed premises, please ensure you obtain the relevant permits prior to commencement of any works. Requirements under other legislation may also be required i.e. local water authority for installation of a grease trap (see over).

*Applicants must make their own enquires with the relevant bodies.*

**SIGNATURE**

**Print Name:** \_\_\_\_\_

**Applicants Signature:** \_\_\_\_\_

The signing officer must state his/her position of authority in the case of a corporate or unincorporated body of persons, (eg. Company or Partnership).

**Position:** \_\_\_\_\_                      **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PREMISES PLANS

You should submit a copy of the premises plans on A3 or A4 size paper, showing the following items:

- The use of each area of the premises;
- The location of all fittings, hand basins, sinks and equipment;
- Location of the floor waste drain/s, cleaners sink and grease trap;
- Indicate the nature of the work processes to be carried out in EACH PART of the food premises/vehicle (i.e. storage, preparation, wash-up areas)
- Details of floors, walls, ceilings, fittings and their finishes; and
- Provide specifications on the Mechanical Exhaust System.

## TRADE WASTE

You need to contact your water board (Yarra Valley Water or Greater Western Water) to discuss your trade waste requirements and provide Council with your Trade Waste Reference Number or a copy of your deeming letter.

Yarra Valley Water: Phone: 1300 771 865, Email: [commercialcustomercare@yvw.com.au](mailto:commercialcustomercare@yvw.com.au)

Greater Western Water: Phone 9313 8366, Email: [trade.waste@gww.com.au](mailto:trade.waste@gww.com.au)

The submission of this application with floor plans for assessment may facilitate the ease of compliance with regulatory requirements, preventing delays in commencement. Prior to opening your food business you will require at least one inspection, to ensure your premises adheres to food safety legislation.

Should you have any concerns, please contact the Public Health Unit on 9205 2200.

## PRIVACY STATEMENT

Council collects the personal information on this form so that it may register your premises in accordance with the Food Act 1984. This personal information is used by Council and may be disclosed to the Department of Health (Vic) in connection with the administration and enforcement of the Food Act 1984 / Public Health & Wellbeing Act 2008, but will not be disclosed to anyone else unless required to by law. Access and correction of this personal information can be made via the Public Health Unit on (03) 9205 2200.

 Hume City Council's multilingual telephone information service. <b>General enquiries: Telephone 9205 2200</b>	للمعلومات باللغة العربية	<b>9679 9815</b>	Türkçe bilgi için	<b>9679 9822</b>
	بخدمتہ سہولت سہولت	<b>9679 9809</b>	Muốn biết thông tin tiếng Việt	<b>9679 9823</b>
	Za informacije na bosanskom	<b>9679 9816</b>	For other languages...	<b>9679 9824</b>
	Za informacije na hrvatskom	<b>9679 9817</b>		
	Για πληροφορίες στα ελληνικά	<b>9679 9818</b>		
	Per avere informazioni in italiano	<b>9679 9819</b>		
За информације на српском	<b>9679 9820</b>			
Para información en español	<b>9679 9821</b>			

