



South Gippsland
Shire Council

Food Act Premises Establishment Form

Food Act 1984

APPLICANT DETAILS

Applicant Name:

Premises Type: Premises Class:

Proposed Trading Name:

Proposed Premises Address:

Suburb: Postcode:

Applicant's Postal Address (if different from above):
.....

Business Phone: Mobile:

Home Phone: Fax:

Email:

PROPOSED BUSINESS DETAILS

Type of Food Premises (Restaurant, Cafe, etc.):

Proposed Hours of Operation:

Are you a wholesaler or distributor of pre-packaged food? Yes No

Is the food prepared or served exclusively to people in an aged care service, hospital or meals on wheels service? Yes No

Are you a green grocer that only sells uncut fruit and vegetables and/or packaged food?

Yes No

Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor? Yes No

Do you repackage food products? Yes No

Do you handle any food that requires temperature control (i.e. refrigeration)? Yes No

Do you cook food products? Yes No

Do you reheat food products? Yes No

Please attach the following to your completed application:

FLOOR PLANS

Drawn to scale of not less than 1:100. The plan must clearly indicate the type and location of all proposed fittings and fixtures, as well as detailing the finished to all floors, walls and ceilings. Separate plans must be provided for all proposed mechanical ventilation systems.

It must include:

- Countertops, cupboards and benches
- Equipment
- Walls, doors and windows
- Yards and paved areas
- Sinks, troughs, gully traps, bin wash areas, floor waste drains and other plumbing fixtures
- All other fittings and fixtures

SCHEDULE OF FINISHES

You must detail the following information:

- Description or specification for all the finishes and cladding adhered to all internal surfaces in the premises (paint colour, type and number of coats to be applied, tile colour, size and type, coving details etc.)
- Description of countertops, cupboards, benches and shelving (stainless steel, tiles, etc.)
- Description of all light fittings
- Description of how equipment is to be installed (on castors, fitted to floor etc.)

OPERATIONAL DETAILS

- Please provide details of the nature of your business, including the type of business (e.g. making cupcakes to sell at a farmer's market), frequency of operation and a description of how the food is to be transported (if applicable).
- Detail an ingredients list and provide information regarding the method of preparation for each of the food items you intend to make.

I, the undersigned, hereby apply for approval of the attached plans pursuant to the relevant legislation.

Signature of proprietor(s):

Date:

HOW TO RETURN YOUR FORM



Via Post to:
Environmental Health
South Gippsland Shire Council
Private Bag 4
Leongatha VIC 3953



Via Email: council@southgippsland.vic.gov.au



In Person at **9 Smith Street, Leongatha**