

Business in South Gippsland

A Guide to Council Services



South Gippsland
Shire Council

Come for the beauty. Stay for the lifestyle



Economic Development

If you are new to business and are in the process of selecting a location, we encourage you to contact Council's Economic Development staff for an appointment so we can discuss your business needs.

Business assistance includes:

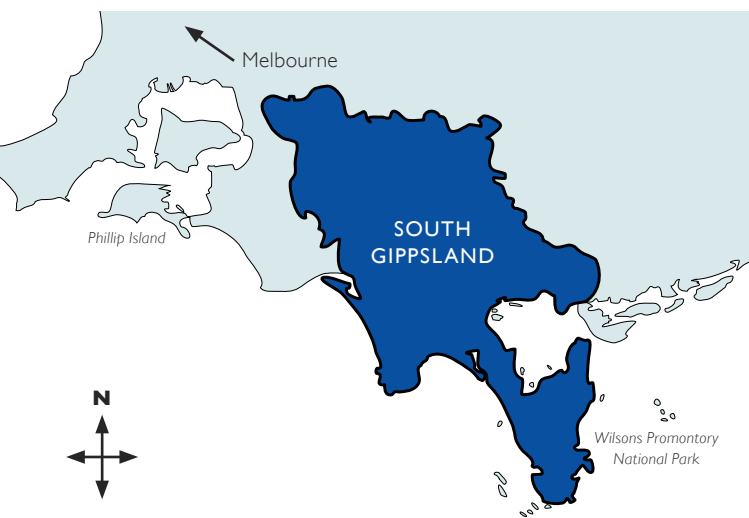
- Council permit guidance
- Land availability assessment
- Skill development through workshops and seminars
- Government agency liaison
- Marketing material and opportunities
- State and Federal grant identification
- Infrastructure development facilitation
- Business networking activities
- Business visitation
- Research and statistics
- Commercialisation

South Gippsland is a great place for business!

This brochure lists various departments within Council that can assist you to start or expand a business.

Our aim is to ensure your business concept is handled efficiently to quickly become a reality.

We welcome you and your business to South Gippsland.



Step-by-step business guides are available online at *Business Victoria*, along with further information about setting up a new business.

Before starting business, please ensure your business name is registered through *Consumer Affairs Victoria*. If you intend to operate a company, it must be registered with the *Australian Securities and Investments Commission*.

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WEB LINKS

Step-by-step business guides: business.vic.gov.au
 Business name registration: consumer.vic.gov.au
 Company registration: asic.gov.au

Planning & Building



Planning Permit: a legal document that gives permission for the use or development of a particular property.

Building Permit: a legal document that approves proposed building works on your land. Building permits are approved by a building surveyor and help ensure adherence to legal and safety requirements.

PLANNING PERMITS

Planning Permits may be required for:

- Displaying a sign
- Clearing native vegetation
- Subdividing land
- Providing car parks
- Changing the use of a property
- Constructing, altering or demolishing property
- Applying for a liquor licence

Planning permits are issued by Council.

WEB
LINK

Find out if you need a planning permit:
www.business.vic.gov.au
www.southgippsland.vic.gov.au

It is advisable to allow sufficient time for permit application in your business set-up process. If your Planning Permit includes building works, we suggest that you talk to Council and a building surveyor/designer about your plans before lodging your planning permit application.



We recommend contacting a planning officer, who can help review your proposal prior to the completion of a permit application.

WEB
LINK

Download a planning permit application form:
www.southgippsland.vic.gov.au

BUILDING PERMITS

Building permits are documents that signify that a building surveyor has approved your proposed building work. Almost all building work requires a permit, including alterations, demolitions and change of use.

Proceeding with building work without a required building permit can carry fines of up to \$60,000. Council's Building Department can assist you with the contacts of local building surveyors.



Council's Building Department can also assist with:

- Provision of building information
- Issue of occupancy permits for places of public entertainment
- Responses to complaints and prosecuting for offences under Victoria's building legislation
- Issue of report and consent for siting variations, construction over easements and demolition works.

WEB
LINK

Learn more about building permits:
www.buildingcommission.com.au

Food, Personal Care & Accommodation

FOOD BUSINESSES

If you are planning to operate a business (including a hobby business) or community group that involves the sale of food then you will need to register with Council.



The definition of sale includes food given away for free as part of another service (e.g. Bed and breakfasts), or as part of a promotion, or as a prize or reward.

FOOD ACT REGISTRATION

Businesses that sell food (including liquor) must register with the appropriate authority depending on the type of food sold.

<i>If your business...</i>	<i>then register with...</i>
Sells, transports or prepares mainly meat (e.g. butcher) or seafood (e.g. fishmonger)	Prime Safe (03) 9685 7333
Sells, makes, transports or prepares mainly dairy products (e.g. dairy or cheese maker)	Dairy Food Safety Victoria (03) 9810 5900 www.dairysafe.vic.gov.au
Sells, makes, transports or prepares other foods or a mix of foods	South Gippsland Shire Council (03) 5662 9200
Operates from mobile food premises (e.g. hot dog or ice cream van) across several different Council areas	Street Trader Check with Council's Environmental Health Officer (03) 5662 9200

Food businesses are classified into four risk levels according to the type of food used on the premises and target customers. Depending on the risk level, businesses will need to either register or notify.

<i>Risk Level</i>	<i>Description</i>	<i>Requirements</i>
1	Sale of high risk foods to vulnerable groups e.g. aged care facility, child care centre, hospital kitchen	Registration Food Safety Program Food Safety Supervisor Independent Audit Council Inspection
2	Preparation involves exposed high risk foods e.g. cafés, takeaways, manufacturers of high risk foods	Registration Food Safety Program Food Safety Supervisor Council Inspection
3	Preparation of low risk foods or sale of pre-packaged high risk foods e.g. greengrocers, cake preparation (no cream), milk bars not selling hot foods or sandwiches, community group BBQ	Registration Minimum Records Council Inspection
4	Sale of pre-packaged, low risk foods, and some specified activities e.g. newsagent selling confectionery, sausage sizzle, community group cake stall (no cream)	Notification Council Inspection (Optional)

For further information on registration, food safety programs and minimum records contact Council's Environmental Health Officers or visit the web link below.

WEB LINK

Food safety information:
www.health.vic.gov.au/foodsafety

PERSONAL CARE BUSINESSES

Hairdressers, beauticians and skin penetration businesses (ear/body piercing, tattooists, some acupuncturists) must register their business with Council.

WEB LINK

Guidelines of structural & cleanliness standards:
ideas.health.vic.gov.au/guidelines

ACCOMMODATION BUSINESSES

Bed and breakfasts, self-contained cabins, backpacker hostels, rooming houses, hotels, motels, school camps and caravan parks must register their business with Council.



Local Laws

Local Laws Officers look after issues such as litter and footpath trading.

South Gippsland Shire Council has a *Footpath Trading Code* and a Local Law No. 1 permit may be required to place items on or above the footpath.

WEB
LINK

View the *Footpath Trading Code*:
www.southgippsland.vic.gov.au

Items that require a permit outdoors include:

- Goods for sale
- Planter boxes
- Advertising
- Umbrellas, heaters, etc.
- Furniture (i.e. tables and chairs)
- Screens
- Sandwich boards



Council may approve a permit for items on the footpath provided the items do not pose a significant risk to pedestrians or traffic, negatively impact on the existing street aesthetics or impede movement or access.

If a permanent building fixture is needed, a building or planning permit may be required (see pages 4 and 5).

To be eligible for a permit, you must have a Public Liability Insurance policy.

WEB
LINK

Download a Local Law No. 1 application form:
www.southgippsland.vic.gov.au

Liquor Licencing

If you are planning to sell or serve alcohol, you will need to apply for a Victorian Liquor Licence.

There are a number of different types of licences that are differentiated by the size of the establishment and the amount of alcohol sold or served.

Common types of liquor licences include:

- Renewable Limited Licence (includes B&Bs, small wineries, small motels with mini bars, caravan parks, etc.)
- Vignerons Licence (large wine makers)
- Club Licences
- Restaurant & Café Licence
- General Licence (includes hotels, clubs and taverns)



Issues that influence what type of liquor licence you will require include:

- The licence time period (for how long will you require a liquor licence?)
- Where will alcohol be consumed – on premises or taken away?
- Land use restrictions or requirements

A liquor licence application kit can be downloaded from the Department of Justice website.

WEB
LINK

Estimate liquor licensing fees or apply for a permit:
www.justice.vic.gov.au

Tourism & Directional Signage

If you are considering starting or purchasing a tourism business, Council's Tourism Coordinator will be able to assist you with:

- reports that identify current and potential visitor markets to the region
- data on the economic impact of tourism to South Gippsland
- identifying permits that may be required for your business (e.g. permits applicable to Bed and Breakfasts)

WEB
LINK

Download tourism research information:
www.southgippsland.vic.gov.au



ROAD SIGNAGE

The Tourism Coordinator will also be able to assist you with your tourist road signage enquiries. Tourist road signs provide visitors with directions to:

- attractions
- accommodation
- other facilities or locations of interest



The type of signage that may be available to your business will depend on whether the road is Council or VicRoads owned, and the location of the business.

Tourist road signs are directional. They do not include *advertising signs* for which a planning permit is required (see page 4) or *A-frame signage* for which a local laws permit is required (see page 8).

Set criteria must be met to qualify for tourist road signage.

WEB
LINK

Download tourist signage guidelines:
www.vicroads.vic.gov.au



MARKETING

Marketing is a key component of any tourism business.

The Tourism Coordinator can direct you to organisations that can help to promote and market your tourism business.

Council operates two accredited Visitor Information Centres and supports the Leongatha Community and Visitor Information Centre. The Council also works closely with Prom Country Regional Tourism, an industry association that promotes the South Gippsland region.



Prom Country Visitor Information Centres are located in Korumburra and Foster and are open from 9am – 5pm, 7 days per week (closed Christmas Day). Phone 1800 630 704 (toll free).

WEB
LINK

Official Prom Country visitor website:
www.visitpromcountry.com.au



Prom Country Regional Tourism Inc (PCRT) produces publications such as the Prom Country Official Touring Map and Prom Country Official Visitor Guide and provides external marketing to help attract visitors to the region. Tourism businesses can join PCRT and receive a number of marketing benefits to help increase the profile of their business.

WEB
LINK

Learn more about Prom Country Regional Tourism:
www.pcrt.com.au

Home-based Business

There are a number of guidelines in place to make sure home-based businesses don't have a negative impact on the surrounding neighbourhood. Some businesses will require a permit to operate in a residential area. Listed are some things to consider before starting your home-based business.



As a general rule, you can operate a home-based business **without** a Council Planning Permit, provided:

- The home is your main residence and you live at the property.
- Nothing is offered for sale, except for goods made/repaired on site.
- There is no external display of goods for sale, service or repair.
- The area of the business occupies less than 50m² or one-third of the dwelling, and the home is not a flat or unit.
- The business is not mechanical in nature.
- You employ no more than one person who does not live there.
- The business uses the same amount of electricity, gas or water as normal domestic use.
- It does not decrease the value of neighbouring properties.

It is possible to expand your home-based business beyond these requirements with a Planning Permit.

A building permit may be required if more than 10% of the floor area of the dwelling is used for the business. It is advisable to contact Council's Planning Department prior to establishing your business to ensure local zoning allows your business and that Council permits are not required.

WEB
LINK

Download a home-based business information sheet:
www.business.vic.gov.au

Waste Management

When setting up a new business there may be waste management and storm water litter issues to consider.



Council aims to improve waste management by encouraging businesses:

- that require storing of solid waste, to do so securely at their premises.
- to minimise the intake of rubbish into storm water drains by collecting litter into bins.

The Waste Management team can provide information on waste management and recycling services and advise of initiatives that may be suitable for integration into your business.

Please note...

There may be local laws and/or health planning requirements involved in specific waste disposal issues. If you are unsure, please contact Council's Waste Management team.

TRANSFER STATIONS

Town	Transfer Station Location
Foster	South Gippsland Highway (2.5 km east of Foster)
Koonwarra	Koonwarra-Inverloch Road (2.5 km south of Koonwarra)
Korumburra	Silkstone Road
Mirboo North	Railway Road
Venus Bay	Corner of Canterbury Road and No 3 Beach Road
Walkerville	Fish Creek-Walkerville Road

Detox Your Home collection days are held bi-annually for the disposal of household quantities of chemicals, whilst special programs for farm chemicals and silage plastic recycling are also available.

Accessibility

Rural Access is about communities working together to support and include people with a disability and their families in community life.

The Rural Access Project Officer can provide you with information:

- to improve access to new buildings, or
- on modifying your existing buildings to be more accessible.

While the Rural Access Project Officer can provide general information, specific legal advice should be sought from an *Access Consultant*.

WEB
LINK

Find an *Access Consultant*:
www.access.asn.au

Some ways to make your building, services and goods more accessible include:

- widening doorways, walkways and aisles
- creating level entry access by removing steps and adding ramps
- adding handrails in bathroom areas
- increasing font size in documents, such as menus and displays, to assist people with low vision
- reducing background noise, including music volume, to assist people who are deaf or hard of hearing
- offering service alternatives to better address the needs of customers with disabilities



Contact the Rural Access Project Officer for information about the *Good Access is Good Business Guide*, which details how to attract more customers by providing better access to your business.

Catering to the diverse needs of customers and the community provides your business with the opportunity to achieve greater success.

More Information

South Gippsland Shire Council

(03) 5662 9200

9 Smith Street

Leongatha VIC 3953

council@southgippsland.vic.gov.au

South Gippsland Shire Council and *Business Victoria* both have websites containing a wealth of information on starting or expanding a business. These websites are valuable resources that provide further details on all topics mentioned in this brochure.

South Gippsland Shire Council website

www.southgippsland.vic.gov.au

Business Victoria website

www.business.vic.gov.au

A downloadable large-print A4-sized PDF version of this brochure can be found at www.southgippsland.vic.gov.au



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South Gippsland Shire Council

Address: 9 Smith Street (Private Bag 4)

Leongatha, Victoria 3953

Telephone: (03) 5662 9200

Facsimile: (03) 5662 3754

www.southgippsland.vic.gov.au



This publication has been produced by the South Gippsland Shire Council. Whilst efforts have been made to try and ensure that the information contained within is accurate, no liability is accepted for any errors or omissions.

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