

**This diagram shows some of the departments at Council that should be considered to ensure your business concept quickly becomes a reality.**

**Some other helpful resources for new businesses include:**

- Business Victoria - [business.vic.gov.au](http://business.vic.gov.au)
- Australian Taxation Office (ATO) - [ato.gov.au](http://ato.gov.au)
- Fair Work Australia - [fairwork.gov.au](http://fairwork.gov.au)
- Health.Vic - [health.vic.gov.au](http://health.vic.gov.au)

**Environmental Health will assist if you are planning to operate a business that involves:**

- A business (including a hobby business) or community group that involves the production/ sale of food
- A business that provides accommodation
- The sale or serving of alcohol. You will need to apply for a Victorian Liquor Licence.
- Hairdressers, beauticians and skin penetration (piercings, tattooists, etc.)
- Market stalls (FoodTrader)

**Local Laws are responsible for safety, parking and footpath trading.**

A permit is required to place items on or above the footpath. Items that require a permit outdoors include:

- Goods for sale
- Advertising signs
- Planter boxes
- Furniture/umbrella

**Economic Development will assist you to start and grow your business. The Business Concierge will provide guidance on:**

- Council permits
- Land availability assessment
- Skill development
- Research and Statistics
- Marketing materials and opportunity
- Business networking activities
- State and Federal grant identification
- Business visitation

**Engineering are responsible for road access and drainage which may be required when developing a property.**

A permit may be required for:

- Road and vehicle access to properties
- Drainage
- Road signage

**Planning provide permits for the use or development of a particular property.**

Planning permits may be required for:

- Subdivision of land
- Change of use of a property or building
- Development of land or altering a building
- Demolishing heritage buildings
- Liquor licences and redline trading areas
- Vegetation removal
- Car parking requirements
- Signage

**Building provide advice and information about the building permit process.**

A building permit approves proposed building works on your land, they are approved by a private building surveyor to help ensure adherence to legal and safety requirements. Almost all building work requires a permit, including alterations, demolitions and change of use.



**South Gippsland  
Shire Council**