

Hospitality Business Permit Guide

Waste Management

Your business is required to have a sufficient number of bins to properly store all rubbish and recyclable materials generated.

You can choose from the following options for waste disposal:

- Council's user pays service (where available).
- A private waste contractor.

Waste must be stored and managed on-site in a manner that is safe and sanitary until it is collected. For more information, contact South Gippsland Shire Council on 5662 9200.

Wastewater

In sewerred areas, you may need a food and oil interceptor (grease trap). For more information, please contact South Gippsland Water.

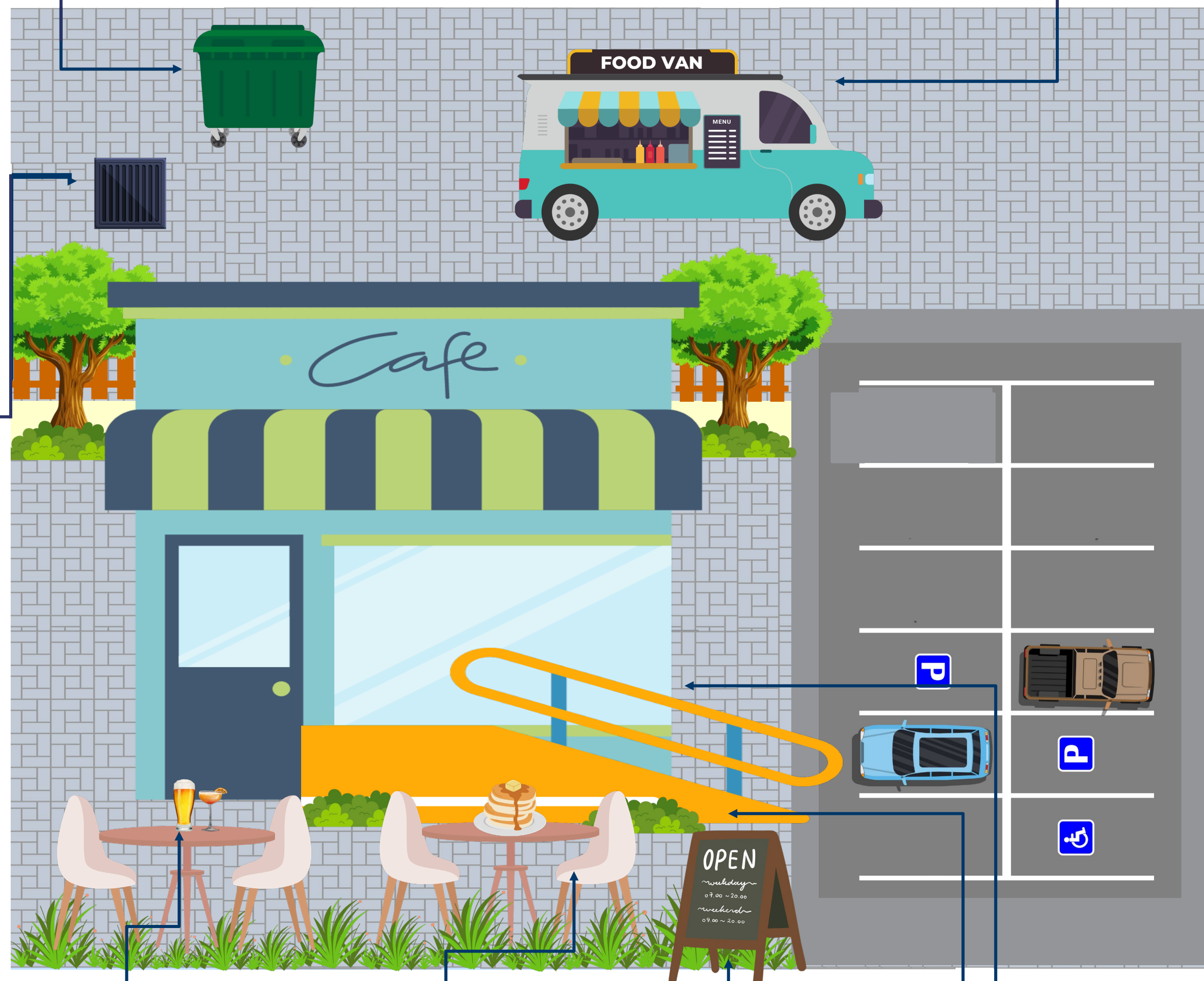
In unsewered areas, you will need an onsite wastewater management system (septic system). If you need to construct or install a new system, or alter an existing system, you will need a permit from South Gippsland Shire Council.

Food Act Registration

If you want to sell food, you need to register your business with Council.

A small number of businesses do not need to register, but you still must notify Council of your intended food business activities (Class 4 food businesses).

Food businesses are classified based on food safety risk. Each class of food business has different operational requirements. For more information, please visit: www.health.vic.gov.au/food-safety/food-business-classification



Business Signage

Business identification signage, such as signs displaying your business name, logo or branding, might require a Planning Permit if it exceeds certain limits.

Mobile & Temporary Food Premises

If you want to sell food from a mobile premises e.g. a food van, cart or temporary premises (e.g. market stall), you need to register your vehicle or stall on FoodTrader: <https://foodtrader.vic.gov.au>.

Mobile Food Vans can operate only on land where retail use is permitted without the need for a Planning Permit. This typically means that vans are restricted to certain zones or areas where retail activities are either allowed as of right, or do not require further approval.

Roadside Trading Permits

Without a permit, you must not erect or place on any road or municipal place a vehicle, caravan, trailer, table, stall or other similar structure (General Local Law 2024).

Car Parking

Different business types have different parking demands. So it is best that you consider on-site car parking requirements for your customers and staff, and factor this in when planning and constructing a new business, or changing the type of business operating on the site.

If you want to reduce the number of car parking spaces required, you will need to apply for a Planning Permit.

For more information, please visit: <https://planning-schemes.app.planning.vic.gov.au/South%20Gippsland/ordinance/52.06>

Building Permits

Any proposed building work must have a Building Permit before construction begins (unless exempt). For more information, please go to www.vba.gov.au.

Building Permits can also cover requirements relating to:

- Fire safety.
- Amenities e.g. toilets.
- Accessibility e.g. wheelchair access.

Liquor Licence

If you want to sell or supply alcohol, you need a liquor licence from Liquor Control Victoria.

A Planning Permit is also required to use the land for the sale and consumption of liquor (unless it is a limited licence. Then this would be a 'Change of Use' application).

Outdoor Dining

If you want to place tables and chairs on a footpath, you need a Footpath Trading Permit from Council.

A-frame Signage

If you want to place a stand-alone sign e.g. A-frame sign or a display of goods on a footpath, you will need a Footpath Trading Permit from Council.

Hospitality Business Permit Guide

Depending on your intended activities, you may require multiple permits and registrations to operate your hospitality business.

This Guide gives you an indicative overview of common hospitality activities that may trigger the need for permits and registrations.

To understand the application process and to learn about the approvals you need to operate your business, please reach out to our Business Permit Support Service by calling 5662 9200.

Planning Permits

Planning Permits assess the suitability to develop or use land in a certain way.

Reasons that you may require a Planning Permit include:

- Change of Use – you want to operate a business that uses the land for a different reason to its current or previous use e.g. a shop in what was a warehouse.
- You want to change a building or excavate land.
- Advertising signs.
- Reduction in car parking.
- Zone and overlay requirements.

A Planning Permit is needed before you can get a Building Permit.

Traffic & Engineering

When planning a business or development project, various traffic and engineering requirements may arise, especially if the project will affect local infrastructure and traffic flow.

You should seek independent engineering advice if your proposal includes:

- Changing access to a road (new driveways or access points).
- Increased site paved or roofed areas.
- Generating a significant amount of traffic.
- Impact to easements.
- Heavy vehicle access.

Works Within Roads

If your proposal includes any construction works to occur within Council's Road Reserve, such as awnings, driveways, footpaths etc. you will require a Road Activity Permit, even if your proposal does not require any other permits.

For more information, please visit:
www.southgippsland.vic.gov.au/works-in-road-reserve

Noise

If there is any risk of your business impacting your surroundings with noise, you should seek advice from an acoustics consultant as you may need an Acoustic Report. This can include gyms and fitness centres, hospitality and entertainment, industrial and manufacturing, construction-related businesses and recreational facilities.

These types of operations may need a permit to ensure they do not excessively impact the neighbouring area.

Building Permits

There are many reasons you may require a Building Permit, including:

- Alterations to windows and doors.
- Canopies.
- Counter and displays that impact path of travel.
- Adding or removing partitions or walls.
- Addition or alteration of steps and ramps.

Red Line Plan

The Red Line is the operating boundary of your business, which you can see an example of right. It includes both inside and outside.

A Red Line Plan is a detailed, scaled drawing that identifies the specific areas within a premises where alcohol sales, storage, or consumption are permitted. It is a critical component of a liquor license application as it defines the boundaries of the licensed premises.

