

Authority Register No.: _____ (FP1) or _____ (FP2)

Application for Approval to Construct or Alter a Food Business

Application for approval for: (Please tick relevant box)

- The design and fit out of a **new** fixed food premises or mobile vehicle
- Alterations to an **existing** fixed food premises or mobile vehicle

* Please allow 10 business days processing time

Section 1. Food Business Details				
Organisation Name:			ABN/ACN:	
Trading Name:				
If food business was previously registered, please provide name of existing business:				
Address of Premises:	Shop no.	Unit no.	Street no.	
	Street name		Suburb	Postcode
Postal Address:				
Phone:		Fax:		Email:

Section 2. Proprietor's Details <i>(the Proprietor is the person who conducts or is in charge of the food business)</i>				
Proprietor's Full Name (person's name):				
Proprietor's Residential Address:	Unit no.	Street no.	Street name	
	Suburb			Postcode
Phone:		Mobile:		
Fax:		Email:		

Section 3. Details of Architect/Draftsman				
Full Name:				
Organisation Name:			Position:	
Business Address:	Unit no.	Street no.	Street name	
	Suburb			Postcode
Phone:		Mobile:		
Fax:		Email:		

Section 4. Details of Alterations <i>(Complete this section only if the approval is for the alterations to an existing food business)</i>

i) Please provide details of alterations:

- ii) Will the food business be operating during the period of the proposed works? Yes No
If "yes, please provide further details on the use of any temporary measures and how the business will prevent potential contamination
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- iii) Is the business changing the type, activity, processing methods and/ or intended customer base?
Yes No
If yes, please provide further details AND please complete separate Application for Notification/ Registration of Food Business as the risk of the your food business may have changed
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Two copies of the following plans and documentation will be required for each application. Plans must be to scale as indicated, neat and give an accurate representation of your premises. Plans may be submitted in A3 hard copy or electronically on CD:

- Site Plan** - (drawn to scale of not less than 1:100)
- site location
 - waste storage and disposal facilities
 - car parking, delivery docks and loading areas
 - toilet facilities including customer and staff toilet and change room facilities with staff numbers
- Floor Plan** - (drawn to scale of not less than 1:100)
- position and details of all equipment, fixtures and fittings - detail length, depth and width
 - use of every room/area including office, cashiers, dry storage, chemicals storage, cooking area, servery, display area, preparation, wash up areas, cold and frozen storage
 - number of seating provided for diners including estimated number of patrons
 - plans of cool rooms and freezer rooms
 - the type of materials used and schedule of finishes for all walls, floors, ceilings, benches, shelves and any other surfaces
 - lighting
 - windows, service counters and door openings
 - alfresco and outdoor dining areas
- Sectional Elevations** - (drawn to scale of not less than 1:50)
- indicate the dimensions of structures, benches, floor clearances, equipment and fixtures, including fixtures, fittings and equipment within cool rooms/freezer rooms
 - details of the installation of fixtures and fittings
- Hydraulic Plans** - (drawn to scale of not less than 1:50)
- plumbing and drainage plans of fresh water and waste water services, grease traps, floor wastes, cleaners sink, industrial floor waste

- Mechanical Ventilation Plans** - (drawn to scale of not less than 1:50)
 - submit plans of the proposed mechanical ventilation system and certification to demonstrate that the mechanical exhaust ventilation system is designed, fitted and operates to AS 1668.2
 - locations and details of any air conditioners, compressors and condensers

- Transport Vehicle Plan** - (drawn to scale of not less than 1:50)
 - details of all equipment, fixtures and fittings and type of materials used

- Potable Water Supply**
 - provide a copy of Laboratory Certificate to demonstrate that potable water supply from rainwater tank or bore water complies with NHMRC Australian Drinking Water Guidelines 2011

- Trade Waste** (Please contact Water Corporation on 13 13 95 for further information)
 - provide a copy of Trade Waste Permit from Water Corporation
 - provide details of trade waste pre-treatment where installation of an approved grease arrestor is not required (e.g. premises with no cooking but reheating only)
 - provide Water Corporation Grease Arrestor ID Number (if applicable)
 - provide details of the Licensed FogMan (fats, oils, grease management) Liquid Waste Collector from a grease arrestor (if applicable)
 - provide location of grease arrestor discharge for mobile food businesses

- Additional evidence for mobile food businesses only**
 - photo of test tag on fire extinguisher and fire blanket (AS1851) or date of purchase for new equipment.
 - photo of test tag on electrical generators, RCDs and extension cords (AS/NZS 3760) or date of purchase for new equipment.
 - copy of Notice of Completion for fixed gas appliances and pipe work (AS/NZS 5601)

An Approval to Construct does not allow the commencement of the operation of the food business, unless a final inspection has been conducted by a City Environmental Health Officer and that the business is provided with a Verification of Notification or Certificate of Registration under the Food Act 2008. Fees applicable for assessment and approval of plans and specifications include two site inspections if required. Further inspection fees are applicable for additional visits prior to approval. See Fees Schedule.

Declaration: I, _____ (name of the proprietor) making this application, declare that the information contained in this application is true and correct in every particular on behalf of _____ (organisation name of food business).

Signature of proprietor: _____ **Date:** _____