



FOOD BUSINESS DESIGN APPLICATION

PO Box 1 Manjimup WA 6258
Phone: (08) 9771 7777 Fax: (08) 9771 7771

Please complete this form in consultation with the Shire of Manjimup 'Guidelines for the Establishment, Construction and Fit Out of Food Premises'. This application incurs a fee, imposed and recovered by the Shire of Manjimup under the Local Government Act 1995 Part 6 Division 5 Subdivision 2. Please refer to Shire of Manjimup Fees and Charges Schedule.

1. Application type

- New food establishment
 Alteration to an existing establishment
Name and address of existing establishment including Trading Name
-

- New mobile food vehicle *(new mobile food business must be approved by council)*
 Alteration to existing mobile food Vehicle

Registration No *Make* *Model* *Colour*

2. Applicant details

Individual 1

| | | | | |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|-------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other |
| Last/Family Name | | | First/Given Names | |
| Postal Address: | | | | |
| Phone: | | | Mobile: | |
| Fax: | | | Email: | |

Individual 2

| | | | | |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|-------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other |
| Last/Family Name | | | First/Given Names | |
| Postal Address: | | | | |
| Phone: | | | Mobile: | |
| Fax: | | | Email: | |

Property Owner details

| | | | | |
|-----------------------------|------------------------------|-------------------------------|-----------------------------|-------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other |
| Last/Family Name | | | First/Given Names | |
| Postal Address: | | | | |
| Phone: | | | Mobile: | |
| Fax: | | | Email: | |

3. Premise details**a) Contact**

| | |
|--|------------------|
| Proposed Trading Name (if known): | |
| Real Property Address: | |
| Postal Address (if different from property address) | |
| Business Phone: | Business Mobile: |
| Business Fax: | Business Email: |
| ABN: | Webpage: |
| Estimated number of equivalent fulltime staff: | |
| Will the premises be connected to the Water Corporation Reticulated Water Scheme | Yes/No |
| Will the premises be connected to the Water Corporation Sewer | Yes/No |

b) Type

| | |
|---|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> Charity/Community Group |
| <input type="checkbox"/> Cafe/Restaurant <input type="checkbox"/> Retail Establishment <input type="checkbox"/> Bakery <input type="checkbox"/> Caterer <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Manufacturer/Processor <input type="checkbox"/> Takeaway/Snackbar <input type="checkbox"/> Hospital/Nursing Home/Childcare <input type="checkbox"/> Accommodation Premise |

c) Activity

| | |
|---|---|
| <input type="checkbox"/> Preparation <input type="checkbox"/> Processing <input type="checkbox"/> Distribution <input type="checkbox"/> Serving <input type="checkbox"/> Other (please specify) | <input type="checkbox"/> Packing <input type="checkbox"/> Storage <input type="checkbox"/> Handling <input type="checkbox"/> Treatment |
|---|---|

4. Statutory requirements

If your proposal involves a change of use of the site, or construction or alteration of buildings, you may require planning or building permits. It is your responsibility to ensure you obtain all relevant approvals.

a) Does a valid Planning Approval exist for the proposal?

| | | |
|----------------|--------------------------|---|
| No | <input type="checkbox"/> | DO NOT lodge your application at this time, you need to determine the suitability of the site for your proposed use. |
| Unsure | <input type="checkbox"/> | DO NOT lodge your application at this time, you are responsible for investigating whether planning approval is required. |
| Not Applicable | <input type="checkbox"/> | The proposed use is for a mobile food business OR I have confirmed with the Shire that planning approval is not required. |
| Yes | <input type="checkbox"/> | Planning Approval No. _____ |

b) Building Approvals

| | | | |
|---|--------------------------|-----------|--|
| (i) Does your proposal involve a change of use from what the building is currently being used for? | | | |
| Yes | <input type="checkbox"/> | Existing: | |
| | | Proposed: | |
| No | <input type="checkbox"/> | | |
| Note: A change of use may involve the need to reclassify the building, contact Building Services if unsure. | | | |

| | | | |
|---|--------------------------|---------------------------|--|
| (ii) Is there a valid Occupancy Permit or Certificate of Classification in effect for the building? | | | |
| Yes | <input type="checkbox"/> | Number: | |
| No | <input type="checkbox"/> | Contact Building Services | |
| Unsure | <input type="checkbox"/> | Contact Building Services | |

| | | | |
|--|--------------------------|-------------------------------------|--|
| (iii) Does your proposal require a building permit? (see Building Regulations 2012, Schedule 4, Part 2 for types of building works for which a building permit is not required. For Building Regulations go to www.slp.wa.gov.au) | | | |
| Yes | <input type="checkbox"/> | Contact Building Services | |
| No | <input type="checkbox"/> | Continue to Pre-lodgement checklist | |

5. Pre-lodgement checklist.

I have included –

Food Business Design Application – ALL SECTIONS COMPLETED.

Two copies of the following – A3 maximum

(Please refer to the ‘Guidelines for the Establishment, Construction and Fit Out of Food Premises’)

Layout (drawn to scale of not less than 1:50)

Floor Plan

Details of ceiling style and light fittings

Sectional Elevations (drawn to scale of not less than 1:50)

Mechanical Exhaust Ventilation Plans (drawn to scale of not less than 1:50)

Site Plan (drawn to scale of not less than 1:200)

Drainage Diagram

Details of waste storage and disposal areas

Specifications of all cooking equipment (stoves, ovens, fryers etc)

Details of the types of food being prepared and/or sold

Correct fee enclosed or paid

Signature (Applicant)

Date

Signature (Property Owner)

Date

Step By Step Guide to the Food Business Application Process

| | | |
|--|---|--|
| Step 1 | Read the guidelines for the establishment and fit out of food premises. | |
| Step 2 | Complete the Food Business Design Application Form and submit to the Shire with required documentation and fees. | |
| Step 3 | The Shire will review the application to ensure it is completed properly and then assess the application for compliance with <i>Australian Food Safety Standard 3.2.3 Food Premises and Equipment</i> . | |
| Step 4 | You will be advised by the Shire whether the food business design application is approved or refused. | |
| Step 5 | On approval, you can commence construction/fit out in accordance with the approval. | |
| Step 6 | Complete and submit a Food Business Registration Form and relevant fees no more than 30 days before the desired start date of operation. | |
| Step 7 | The Shire will assess the application for registration against the <i>Food Act 2008</i> . | |
| Step 8 | Arrange your final inspection – contact the Shire 1-2 weeks prior to finishing fit out to book a mutually suitable date and time for a final inspection by the Shire. | |
| Step 9 | On-site final inspection and food business risk profiling will be done by the Shire. Verbal approval will be given onsite and your registration posted in the mail. | |
| Step 10 | Ensure all staff undertake food safety training, such as “FoodSafe Online” which is free for users via the Shire website www.manjimup.wa.gov.au/foodsafeline | |
| Notes: | | |
| <ul style="list-style-type: none"> • <i>Email acknowledgment confirming receipt of your application will usually be sent within 5 business days.</i> • <i>Properly completed applications will usually be assessed within 20 business days.</i> • <i>Business should determine whether a food safety programme is required.</i> | | |