

# Food Business Application for Pre-approval Supporting Documentation

Please provide detailed information about your food business to assist our Health Team in assessing your request for pre-approval.

## What is your food business and what will you be selling?

<b>Business type*</b> (café, restaurant, bakery, nursing home kitchen, childcare centre, manufacturer etc.)	
<b>Menu items and ingredient list*</b>	
<b>Processes used to prepare food*</b> (e.g. thawing, cooking, reheating, sous vide etc.)	
<b>Method of Sale*</b> (e.g. packaged wholesale, retail, online, etc.)	
<b>Will your food require transportation, pick-up or delivery?*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>No. of employees on-site?*</b>	<input type="checkbox"/> 1 (sole trade, no employees) <input type="checkbox"/> > 1-20 <input type="checkbox"/> >20
<b>Waste water connection</b>	<input type="checkbox"/> Sewer <input type="checkbox"/> Septic If you are on a septic system you may be required to upgrade the system or connect to the sewer if available.
<b>Is there a Grease trap onsite?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

\***Checklist for contacting relevant departments** – by ticking the below, I am declaring that I have contacted all relevant departments for my pre-approval application:

MANNINGHAM DEPARTMENTS		NUMBER
<input type="checkbox"/>	<b>Statutory Planning</b> New or change of existing business, for car parking space requirements and structural signage changes, home-based businesses, and other related permits	9840 9471
<input type="checkbox"/>	<b>Building Services</b> Any fit-out or proposed structural changes to a building, and for public and staff toilet requirements, and other related permits	9840 9430
<input type="checkbox"/>	<b>Environmental Health</b> Any fit-out or proposed food business, or if the business is operating a septic tank system (unsewered)	9840 9479
<input type="checkbox"/>	<b>City Compliance</b> A-frame signage, footpath trading, keeping animals (e.g., poultry)	9840 9450
EXTERNAL DEPARTMENTS		
<input type="checkbox"/>	<b>Yarra Valley Water Trade Waste Team</b> Trade waste agreements including grease traps	1300 771 865
<input type="checkbox"/>	<b>Victorian Commission for Gambling and Liquor</b> Any businesses selling or providing alcohol.	1300 182 457



Interpreter service  
9840 9355

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**\*Site Plan Checklist** – use this list to check that your floor plans include all the below information before sending your application to our Environmental Health Team

<input type="checkbox"/> Surface finishes of walls, floors, ceilings and work areas e.g., white tiles, food-grade washable gloss paint, light colour, stainless steel, floor covings	<input type="checkbox"/> Cooking equipment: stoves, oven fryers etc.
<input type="checkbox"/> Fridges and freezers	<input type="checkbox"/> All food preparation areas and benches
<input type="checkbox"/> Food storage areas	<input type="checkbox"/> Equipment storage
<input type="checkbox"/> Hand wash basins for all food handling areas and toilets. Hands-free tap with a single outlet	<input type="checkbox"/> Chemical storage
<input type="checkbox"/> Double bowl sinks	<input type="checkbox"/> Mechanical ventilation system AS1668.2-1991
<input type="checkbox"/> Dishwasher Rinse cycle of greater than 80°C	<input type="checkbox"/> Doors
<input type="checkbox"/> Benches and shelving	<input type="checkbox"/> Waste and wastewater disposal facilities. If a grease trap is required, visit <a href="#">Yarra Valley Water</a>
<input type="checkbox"/> Mop sink/cleaner's sinks	<input type="checkbox"/> Grease trap locations (Note: It must not be located in food preparation/storage areas)
<input type="checkbox"/> Staff storage areas	<input type="checkbox"/> Toilets and vanity units
<input type="checkbox"/> I have attached full detailed floor plans so that a formal assessment of my plans can be undertaken with this application	<input type="checkbox"/> External storage areas

## \*Proprietor Declaration

You must include the above details in your plans for your application to be accepted.

Name of Proprietor\*

Signature of Proprietor\*

**Please allow 10 working days for the assessment of your application.**

## Privacy Statement

Manningham City Council (MCC) is committed to full compliance with its obligations under the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). All personal information collected by MCC will be used for MCC's business purposes and kept confidential. It will not be disclosed to third parties unless MCC is required to disclose the information under other legislation or disclosure is necessary to complete the purpose for which it is sought. You may access information you have provided to MCC at any time and make corrections if you believe that information is incorrect. Copies of MCC's Information Privacy and Security Policy and Health Records Policy are available on the website at [www.manningham.vic.gov.au/privacy](http://www.manningham.vic.gov.au/privacy)

I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.



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