



1. Preliminary Enquiries

- **Planning and Building department:**

Before proceeding with the food registration, all applicants must first contact Council's Town Planning and Building Department on (03) 5391 4444 to obtain written information as to whether:

- A planning permit is required for the proposed use and/or development and
- A building permit is required for the proposed premises.

- **Local Laws Officer:**

Contact Council's Local Law Officer for advertising signs and flags (03) 5391 4444.

- **Proof of Occupancy:**

For the application to proceed, business owner of the health and beauty premises has to submit a proof of occupancy documentation of the health and beauty business with the application.

Proof of occupancy documentation must state the following:

- Name;
- Address
- Settlement/Commencement date;
- Signatory

Acceptable proof of occupancy documentation is:

- Lease contract
- Rental Agreement
- Contract of Sale
- Statutory declaration from the New Occupant and a utility bill e.g. rates, power, water
- Statutory declaration from the property owner and the rent receipt from the New Occupant
- Statutory declaration from the property owner and the bond payment receipt
- Letter from the real estate agent and the rent receipt from the New Occupant
- Letter from the real estate agent and the bond payment receipt

Please Note: Application won't be processed until proof of occupancy documentation is submitted.



2. Application Process

Prior to granting registration as required under the Public Health and Wellbeing Act 2008, the Environmental Health Unit must be satisfied that;

1. Application Form:

- A copy of a plan layout and specifications of the proposed business must be submitted with the application form.
- The floor plan must include the location of all fixtures, equipment and furniture.
- Specifications of various materials to be used on floors, walls, ceilings, benches, and shelves must be included in the plan.
- Submit a comprehensive list of health and beauty treatments to be submit

2. What happens after you apply:

After assessing your plans, a written report will be sent to you identifying:

- any non-compliant items
- any details that requires clarification or more information
- any additional costs that may be incurred, and
- options and suggestions that may resolve any issues

3. A progress and final inspection of the health and beauty premises:

Once you received a confirmation letter from the Council, you will need to contact the Council's Environmental Health Officer to arrange for on-site inspection to ensure that the construction and fit-out is completed satisfactorily and in accordance with the food safety standards.

Please contact Council at least 5 business days prior to the inspection to allow for appointment scheduling.