

APPLICATION FOR PLANS APPROVAL FOOD ACT PREMISES

Please **COMPLETE** and return this application to the City of Darebin, Health Protection Unit, 274 Gower Street, Preston, 3072, together with:

1. your payment,
2. two [2] copies of your Premises Plans, and
3. a copy of your Building and Planning Permits.

PROPRIETOR DETAILS

Surname:		First Name:	
<u>OR Company Name:</u>			
Postal Address:			
Suburb:		Postcode:	
Contact Details:	BH.	Mobile:	
	AH.	Email:	
	Fax.		

PREMISES DETAILS

Type of Premises:			
Business Trading Name:			
Address of Premises:			
Suburb:		Postcode:	

PREMISES PLANS

Submit two [2] copies of the premises plans on A3 or A4 size paper, showing the following items:

- the use of each area of the premises;
- the location of all fittings, hand basins, sinks and equipment;
- location of the floor waste drain/s, cleaners sink and grease trap;
- details of floors, walls, ceilings, fittings and their finishes; and
- provide specifications on the Mechanical Exhaust System.

PLANNING AND BUILDING PERMITS

Also required is a copy of your Planning and Building Permits with this application. If you do not require a Planning Permit, then a letter stating a permit is not required from the Planning Department must be submitted with this application.

PAYMENT DETAILS

Fee Type	Office Use Only [Cashier Information]	Total Payable
Food Act – Plans Approval	Application: LC, Pre-Payment Allocation	\$ 165.00
	Receipt No.	Date:

METHODS OF PAYMENT

 Mail Post your Cheque or Money Order payable to "City of Darebin" with this application to the: City of Darebin, PO Box 91, Preston, Vic, 3072.			
 In Person at City of Darebin Customer Service Centres Monday to Friday 8.30am to 5.00pm at any of our Customer Services Centres for payment by Cash, Cheque or EFTPOS (Debit and Credit Cards accepted – Visa, MasterCard, American Express and Diners)			
PRESTON Municipal Offices 274 Gower Street Preston	NORTHCOTE Northcote Library 32-38 Separation Street Northcote	RESERVOIR Reservoir Library 23 Edwardes Street Reservoir	NORTHLAND Northland Shopping Centre Murray Road Preston <i>Open Saturdays 9am to 12pm</i>

PRIVACY STATEMENT

Council collects the personal information on this form so that it may register your premises in accordance with the Food Act 1984. This personal information is used by Council and may be disclosed to the Department of Health and Human Services in connection with the administration and enforcement of the Food Act, but will not be disclosed to anyone else unless required to by law. Access and correction of this personal information can be made via the Health Protection Unit on (03) 8470 8658.

We at **Darebin Health Protection** are looking at ways of improving our services to you.
Please feel free to make any suggestions:
