Application for Regulated Business

Colac-Otway Shire Health Protection Unit

This form is used to make application to Colac-Otway Council for registration of a business under the Food Act 1984, Public Health and Wellbeing Act 2008 and/or Residential Tenancies Act 1987. This form must be completed whether you are setting up a new business or taking over an existing registered business. To transfer registration an additional form ‘Authority to Transfer Registration’ must be completed.

To minimise delays and ensure your compliance with relevant legislation and regulations ensure you have read the following, accessible on the Colac-Otway Shire website.

* Registered Business Requirements (Food, Accommodation, and Personal Appearance Services)
* Prescribed Business Registration Process (New and Transferring)
* Councils Role in Your Registered Business
* Council Authorised Officers and You
* Your obligations

**Registration Process**

Review New Business Application material

* Determine if you need to be registered
* Ensure you that you have all permits and approvals required.

Complete Application Form and Lodge

Council will contact you for further details and issue you with a registration form

The registration form

* Allows you to check supplied information
* Is an Invoice for relevant fee
* Contains requests for further documents required before the issuing of a permit
* Contains further information regarding the operation of your registered business
* Your Obligations and Council’s role.

Return the registration form

* Including all requested documents

Make an appointment with Health Protection Unit of Colac-Otway Shire

* Interim

Make an Appointment for Final Assessment with Health Protection Unit of Colac-Otway Shire at your proposed business location.

* Owner and authorized contact to be present
* Authorised Officer will assess the set-up of the premises.
* Authorised Officer will outline obligations of business owner and role of Authorised officer

PROCESSING TIMES

The Health Protection Unit of Colac-Otway Shire Council will contact you within 10 working days of receiving your application.

Registration will only be granted once

* All requested information has been received
* Satisfactory Final Assessment by the Authorised Officer
* All related regulations have been complied with.
* The Authorised Officer is confident in your ability to safely conduct the business

The Authority aims to finalise applications within 4 weeks of conducting a licensing inspection/audit.

Office Use Only

|  |  |  |  |
| --- | --- | --- | --- |
| Application Processed by |  | Authorised Officer Assigned: |  |
| COS No |  | Applicant Contacted |  |
| File Created |  | Registration Supplements | Private Water Supply  Onsite Waste Management  Private Power |
|  |  | Food Premises | Pre-packaged  Prepared to Eat  Pre-prepared food  Manufacturing  Catering  Market Stalls  Community Group  Butcher/Seafood  Deli/Bakery  Re-packaging  High risk food/processes  Multiple sites |
|  |  | Accommodation | Caravan Parks  Rooming House  Bed & Breakfast  Hotel/Motel  Prescribed Accomodation |

**Step 1: Obtain all relevant permits, check requirements**

* To determine if you can conduct the business at your property, contact  Councils Planning Department on 52359400.
* If you are changing the fit-out, intending structural change and to obtain requirements for staff and public toilets contact Councils Building Department on 52329400.
* Confirm your Fire Safety requirements with Councils Building Department on 52329400.
* For permits to have small signs, street furniture and trading on Council land, contact Councils Compliance Unit on 52359400.
* If your property is in a sewered township contact  [Barwon Water](http://www.barwonwater.vic.gov.au/business/trade-waste) on 1300656007  for your trade waste agreement and requirements for a grease trap.
* If your property is unsewered you will need to manage  [Onsite Wastewater](http://www.epa.vic.gov.au/your-environment/water/onsite-wastewater) (Septic) system.   If your anticipated waste water is over 5000L/day (averaged over a week) then you will need to contact [EPA Victoria](http://www.epa.vic.gov.au/about-us/contact-us) on 1300 372 842 otherwise contact Environmental Health on 52329400 and/or complete a [Application to Install a Septic Tank System](http://www.colacotway.vic.gov.au/Page/Download.asp?name=Application_to_Install_a_Septic_Tank_System_Form.pdf&size=0&link=../Files/Application_to_Install_a_Septic_Tank_System_Form.pdf) form. If you are unsure of your anticipated waste contact Environmental Health on 52329400.
* For accommodation, all water intended for drinking must be fit for human consumption. As a food premises all water used in association with the food premises must be fit for human consumption (drinking, cleaning, washing). Tank water is to be adequately protected from contamination by leaves, bird and so forth, and tested at least once a year by an approved [National Association of Testing Authorities](http://www.nata.com.au/nata/), Australia (NATA) accredited analysis. Refer to the [Guidelines for private water supplies at Commercial Premises](http://www.health.vic.gov.au/foodsafety/downloads/1_guidelines_report.pdf)..

**Step 2: Application for Food Act Registration and Public Health and Wellbeing Act Registration**

In order to evaluate your application, Council assesses whether you will comply with the [Food Safety Standards](http://www.comlaw.gov.au/Details/F2012C00092). To do this;

1. Contact Colac-Otway Shire for an application form (this form doubles as an invoice)

* Companies and trusts will be required to provide a full ASIC business extract, showing directors and company office.
  1. Include Plans of your premises. The submitted plans must be drawn to scale of at least 1:100 and show the proposed use of each room. Submitting plans of your food preparation area prior to commencing works on any building or premises is recommended. This will assist you in complying with *Food Standards Australia New Zealand - Standard 3.2.3 Food Premises and Equipment.*

1. Pay the required fee
2. For [Class 1 and 2](http://www.health.vic.gov.au/foodsafety/foodclass/class_list.htm) proposals;

* Provide Council with a copy of your [Food Safety Supervisor’s](http://www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm) qualification.
* Advise Council which [Food Safety Program Template](http://www.health.vic.gov.au/foodsafety/bus/templates.htm) you will be using. You will need to print and have a copy at the premises at all times.

**Step 3: Assessment of Premises**

Contact Council’s Environmental Health Unit at least a week prior to intended opening to arrange a time for final inspection. For this inspection the officer will assess the premises as if it is ready to trade, that is;

* fit-out has been completed and complies with the [Food Safety Standards](http://www.comlaw.gov.au/Details/F2012C00092) as well as minimum health and hygiene requirements for accommodation.
* all refrigeration units have been turned on and can be verified that they are capable of keeping food at required temperatures.
* sanitising chemicals are at the premises.
* all fixtures, fittings and equipment are installed
* you have a suitable food grade thermometer available at the premises
* your [Food Safety Program Template](http://www.health.vic.gov.au/foodsafety/bus/templates.htm) is available at the premises
* you have provided a copy of your [Food Safety Supervisor’s](http://www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm) qualification.
* You will also need to ensure you comply with Department of Health requirements for [Smoking](http://www.health.vic.gov.au/tobaccoreforms/index.htm) signage.