

# Business Permit Application



April 2020



# Starting a new business or buying an existing business?

Most small businesses need to apply for certain permits and registrations before they can start trading. This form is intended to be a 'one-stop shop' for all small business owners, so you can get all your paperwork out of the way and get down to business.



**Please note: this form is not exhaustive and other permits may be required;** such as Infrastructure Permits which may include construction or alteration of driveways, nature strips, stormwater drainage connections and occupation of a footpath for works such as painting, signage or building maintenance. Any additional permits need to be applied for separately on the Warrnambool City Council website. <https://www.warrnambool.vic.gov.au/>

## How to complete this form

You don't need to fill in every section of this form. Just choose the parts that relate to your individual business (see below).

<b>1</b>	<b>Applicant details</b>	Must be completed by all applicants.
<b>2</b>	<b>Application for a planning permit</b>	To change the current use of any premises or land, carry out building works, add a large or illuminated sign or change service conditions (hours, alcohol service or parking spots).
<b>3</b>	<b>Application for a building permit</b>	For new buildings, alterations and additions to existing buildings (i.e. shade sails, verandas, awnings and upgrading facilities for persons with disabilities) or changing the use of an existing building (i.e. dwelling to accommodation / health / food related business).
<b>4</b>	<b>Register a food business</b>	For businesses and community groups serving food and drink, such as cafes and child care centres.
<b>5</b>	<b>Footpath trading and activities permit application</b>	For all commercial activity on the footpath, such as selling goods, displaying signs or outdoor dining areas.
<b>6</b>	<b>Register an accommodation business</b>	For owners wanting to start an accommodation business.
<b>7</b>	<b>Register a hair, beauty or tattooing business</b>	For hairdressers, beauty or tattooing businesses.
<b>8</b>	<b>Transferring a food, accommodation, health or beauty related business</b>	For people purchasing or taking over an existing food, accommodation or beauty business.

# 1

## Applicant details



### Business Permit Support Service

The Business Permit Support Service will give you a single point of contact, answer any questions you may have and provide support before, during and after obtaining permits for your new business.



#### In Person

Please arrange an appointment prior to arriving to Council's Offices.



#### By Email

Send us an email at [contact@warrnambool.vic.gov.au](mailto:contact@warrnambool.vic.gov.au)



#### By Phone

Call us Monday to Friday, between 8.30am – 5.00pm on 03 5559 4800

### How to lodge your application



#### In Person

Warrnambool Civic Centre  
25 Liebig Street,  
Warrnambool  
Vic 3280



#### By Email

Send us an email at [contact@warrnambool.vic.gov.au](mailto:contact@warrnambool.vic.gov.au)



#### By Mail

PO BOX 198,  
Warrnambool,  
Vic 3280

## Name & Address Register Form (NAR)

 **This form must be completed by all applicants**

Council is collecting the information on this form so that it may consider your application. The information is only used by Council for this purpose and will not be disclosed unless required by law.

You may include two sets of details if you are completing this application on behalf of the business owner.

Applicant Details	1. Business owner(s)/ proprietor	2. Primary contact, if different to listed business owner
Title		
First name(s)		
Surname		
Phone number		
Mobile number		
Email address		

Australian Business Number (ABN)		<i>*If you have not yet registered your business and trading name, you can submit this information to us at a later time.</i>
Australian Company Number (ACN)		
Business company name		
Business trading name		
Business trading address		
Business postal address (if different to trading address)		

Are you the business owner or completing the application on behalf of the owner?	<input type="checkbox"/> Business owner <input type="checkbox"/> On behalf of owner    Your role: _____
Have you already engaged with our business concierge*?	<input type="checkbox"/> Yes, with whom? _____ <input type="checkbox"/> No
<i>Our Permit Business Support Service is a free service we offer to help guide new businesses through the registration application process – contactable on 03 5559 4800.</i>	

### Declaration

I declare that that all the information in this application is true and correct and the owner (if not myself) has been advised of this application.

Print Name:	Signature:	Date:

### Office use only

NARO: Print name	Date Lodged:                    /                    /
------------------	--

# 2

## Applicant for a planning permit



### Office use only

Application no:

Date Lodged:            /            /

Please note: Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties to enable consideration and review as part of a planning process under the Planning and Environment Act 1987. If you have any questions, please contact our planning department on 03 5559 4800.



**Questions marked with an asterisk (\*) must be completed.**

If there isn't enough space on the form, please attach a separate sheet.

### The land

#### What is the address of the land?

Please complete the street address and one of the formal land descriptions.

#### Street address: \*

Unit Name:		Street number:		Street name:	
Suburb/Locality:				Postcode:	

#### Formal land description (complete either A or B): \*

NOTE: This information can be found on the certificate of title

<b>A</b>	Lot number: _____ Lodged plan   Title plan   Plan of subdivision
	Number: _____
OR	
<b>B</b>	Crown allotment number: _____ Section number: _____
	Parish/Township Name: _____

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

## The proposal

**For what use, development or other matter do you require a permit? \***

**Are you planning to make changes to signage or install new signage? \***

Yes

No

Please provide details

**What is the estimated cost of the development for which the permit is required? \***

Estimated cost \$ \_\_\_\_\_

You may be required to verify this estimate. Insert '0' if no development is proposed.

**Describe how the land is used and developed now. \***

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant and so on. Provide a plan of the existing conditions. Photos are also helpful.

## Title information

**Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope? \***

- Yes (please contact us for advice on how to proceed).  
 No  
 Not applicable (no such encumbrance applies).

**Have you provided a full, current copy of the title for each individual parcel of land forming the subject site?**

The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

- Yes       No

## Applicant and owner details

**Please provide details of the applicant, contact person and owner of the land. \***

**Applicant – the person who wants the permit.**

Title:		First Name:		Surname:	
Organisation (if applicable):					
Postal address:					
Contact phone number:	(BH)		(MOB)		
Contact email address:					

**Contact person for the application – if required.**

- Same as applicant       Different to applicant (please complete details below)


Title:		First Name:		Surname:	
Organisation (if applicable):					
Postal address:					
Contact phone number:	(BH)		(MOB)		
Contact email address:					

**Owner – the person or organisation who owns the land.**

- Same as applicant       Different to applicant (please complete details below)

Title:		First Name:		Surname:	
Organisation (if applicable):					
Owner's signature (optional):				Date:	

## Application checklist

Have you:	
<input type="checkbox"/>	Filled in the form completely?
<input type="checkbox"/>	Paid the application fee?
<input type="checkbox"/>	Received or are expecting an invoice?
<input type="checkbox"/>	Signed the declaration below?
<input type="checkbox"/>	Completed the relevant planning permit checklist?
Have you provided all the necessary supporting information and documents, including:	
<input type="checkbox"/>	A full, current copy of title info for each individual parcel of land forming the subject site?
<input type="checkbox"/>	A plan of existing conditions?
<input type="checkbox"/>	Plans showing the layout and details of the proposal?
<input type="checkbox"/>	Any other information required by the planning scheme, requested by us or suggested in the council planning permit checklist, including a description of the likely effect of the proposal, such as traffic, noise or environmental impacts, if required?
Has there been a pre-application meeting with a member of our planning team?	
	Council strongly encourages planning permit applicants to engage in pre-application meetings to ensure all parties are clear on the permit approval process and so that any potential delays may be avoided.
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<input type="checkbox"/>	If Yes, with whom? Date of meeting:
<input type="checkbox"/>	Do you want to be contacted to arrange a pre-application meeting?

VicSmart application
Do you intend to lodge a VicSmart Application?
<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration *		
I declare that that all the information in this application is true and correct and the owner (if not myself) has been advised of this application.		
Print Name:	Signature:	Date:



# 3

## Application for a building permit



### Who needs a building permit?

If you are wanting to undertake any of the below works, then it is likely that a building permit will be required:

- Any internal fit outs or alterations on your premises;
- Any external addition to the premises.
- Any structural alteration to the exterior of the building (including increasing window and door sizes);
- Increasing the number of people that can occupy your building at any one time;
- Altering any essential safety measures (i.e fire hydrants, fire hose reels, exit signs, emergency lighting or paths of travel to an exit).
- Changing the building use

You will need to engage a private building surveyor to assess your proposed works and issue your building permit.

### What if my business needs a building permit for change of use?

To assist you in determining if your business requires a building permit for change of use, state the buildings current use and the proposed use. Listed are some typical building uses: dwelling, rooming / boarding house, hostel, office, shop / retail services (incl. home based), commercial storage facility, manufacturing / processing facility, assembly building, aged / health care facility.

Building's existing Use \_\_\_\_\_

Building's proposed Use \_\_\_\_\_

If the existing and proposed building uses are different, it is likely a Building Permit for change of use will be required. If you do need to change the use of the building, you should seek professional advice in relation to what modifications may be required for the proposed use along with the practical aspects of this work and associated costs.

Some aspects to consider include locations and number of patrons/staff sanitary facilities, equitable access to the building and facilities (i.e. access for people with disabilities), upgrades to fire safety equipment and ability to install necessary fixtures (i.e. grease traps and commercial kitchen fues). It is recommended that you engage a building surveyor or designer to provide project feasibility and advice prior to committing to a building or tenancy (leasing or buying).

### Where can I find further information?

See the [Victorian Building Authority website](#) for detailed information about building permits and their requirement.

# 4

## Register a food business



For a food business (including home-based premises), you will need to complete this Section. For further information, please refer to Food Premises Information Pack (<http://warrnambool.vic.gov.au/food-premises>).

- For temporary or mobile premises and water carters, you will also need to register with Streatrader: <https://streatrader.health.vic.gov.au/> - for which there are no fees.
- Please also complete this section if you store or prepare food at home for trading use.
- Mobile businesses wishing to operate on public land must also lodge an Itinerant Trading permit (see section 5)
- Businesses wishing to trade outdoors must also lodge a footpath trading permit (see section 5)
- Registration of your business runs until 31 December each calendar year.
- You must read, understand and comply with the Food Safety Standards <https://www.foodstandards.gov.au/Pages/default.aspx>
- If your business primarily involves the manufacturing or production of dairy products you will need to register your business with Dairy Food Safety Victoria (<https://www.dairysafe.vic.gov.au/>). You may also need to register with Council dependent upon the goods you are selling.
- If your business primarily involves the manufacturing or production of red meat, poultry or seafood you will need to register your business with PrimeSafe (<https://www.primesafe.vic.gov.au/>) You may also need to register with Council dependent upon the goods you are selling.

### Premises type

#### Food Classes

The type of food that you prepare, and sell will determine your Risk Classification. Some examples have been provided in the table below.

Please select the appropriate class and premises type for your business.

X	Class	Description	Premises type (but not limited to)
<input type="checkbox"/>	<b>Class 1</b>	Food being prepared or served exclusively for vulnerable groups.	<input type="checkbox"/> Aged care service <input type="checkbox"/> Hospital <input type="checkbox"/> Child care <input type="checkbox"/> Meals on wheels service
<input type="checkbox"/>	<b>Class 2</b>	Food premises selling or handling unpackaged high-risk food requiring temperature control.	<input type="checkbox"/> Cafés, delis, take-away premises, restaurants <input type="checkbox"/> Home business preparing cakes containing cream, custard and/or raw eggs <input type="checkbox"/> Manufacturer   Some supermarkets <input type="checkbox"/> Some sporting clubs <input type="checkbox"/> School Canteen <input type="checkbox"/> Other food business handling unpackaged high-risk food.

\* Note: Fees will be calculated on a quarterly pro-rata basis if the permit is for nine months or less.

<input type="checkbox"/>	<b>Class 3</b>	Food premises selling or handling unpackaged low risk food that does not require temperature control and/or pre-packaged food requiring temperature control.	<input type="checkbox"/> Pre-packaged food that requires temperature control <input type="checkbox"/> Un-packaged food that does not require temperature control <input type="checkbox"/> Re-packaging food that does not require temperature control <input type="checkbox"/> Greengrocer that only sells cut fruit, vegetables and/or packaged food <input type="checkbox"/> Home business preparing low risk baked products <input type="checkbox"/> Wholesaler/distributor/importer of food - food is sold to other food businesses <input type="checkbox"/> Sporting club <input type="checkbox"/> Community group – cooked on site and served immediately - non-profit, all food handlers are volunteers <input type="checkbox"/> Other food business
<input type="checkbox"/>	<b>Class 4</b>	Food premises selling packaged low risk food or sale of uncut fruit and vegetables as well as sausage sizzles.	<input type="checkbox"/> Pre-packaged low risk food such as confectionery, crisps, frozen ice cream, bottled drinks. For example, newsagents, pharmacies, video stores and some milk bars; or <input type="checkbox"/> The sale to members of the public or the wholesale of whole fruit or vegetables.  Full list of Class 4 activities go to: <a href="https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined">https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined</a>

## Premises details

Number of employees on site	_____ Full Time _____ Part Time _____ Casual	
Outdoor Dining Area? <i>If yes, complete Section 5 of this form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you intend to sell Tobacco Products? <i>(You must ensure compliance with the Tobacco Act 1987 and all amendments)</i>	<input type="checkbox"/> Yes	Tobacco vending machine <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> No	
Do you intend to sell Liquor? <i>If yes, please complete section 2 of this form (Town Planning). You will also need to apply to the <a href="#">Victorian Commission for Gambling and Liquor Regulation</a> (1300 182 457) for a permit</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> On Premises License <input type="checkbox"/> General License
	<input type="checkbox"/> No	
Please list the product categories and the main items you will be selling		
Do you sell food from a vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so, what are your vehicle registration details and make and model of the vehicle?	Registration:	
	Make	
	Model	

## Class 1 & 2 premises only

### Food Safety Supervisor

A Food Safety Supervisor (FSS) is a person in your business who is responsible for food safety, hygiene and staff training and must be authorised to supervise other food handling staff. A FSS must hold a certificate of attainment in the relevant food industry. To find out more, see information about Food Safety Supervisors on the DHHS website <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-safety-supervisors>.

Please provide the FSS Certificate outlining the Course Code with relevant competencies included and the Certificate Number (student number).

Food Safety Supervisor Name	
-----------------------------	--

- Food Safety Supervisor Certificate has been included with this application.
- By ticking this box, I acknowledge that I will ensure there is an appropriate food safety supervisor for the premises.

### Food Safety Program

A Food Safety Program (FSP) is a document in your business, which outlines food safety and hygiene requirements. The Food Safety Program is required to be kept at the premises to which they relate. A copy of the Department of Health and Human Services (DHHS) Food Safety Program Template can be downloaded from <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>

Food Safety Program <i>Tick the relevant FSP you will be using</i>	
<input type="checkbox"/>	DHHS Class 2 Standard Food Safety Program Template
<input type="checkbox"/>	Other DHHS Food Safety Program – Registered Template Number _____
<input type="checkbox"/>	Non-Standard Food Safety Program (Independent FSP) – Requires annual third-party audit and copy of certificate from a registered Food Safety Auditor stating that the Food Safety Program for the premises meets the requirements of Section 19D of the Food Act 1984. <a href="https://www2.health.vic.gov.au/about/publications/factsheets/approved-food-safety-auditors">https://www2.health.vic.gov.au/about/publications/factsheets/approved-food-safety-auditors</a> Name of program _____
<input type="checkbox"/>	Quality Assurance (QA) Food Safety Program- If so need to attach a copy of the certificate issued by a Food Safety Auditor stating that the program has been developed under a quality assurance system or code.

All Class 1 businesses must have an independent Food Safety Program.

## Class 3 premises only

### Food Safety Records

Class 3 premises are required to keep minimum records of the food business activities. The proprietor of the class 3 premises must ensure that the required records are kept at the premises to which they relate. Templates can be downloaded from [http://docs2.health.vic.gov.au/docs/doc/351110DA062B933CCA257B3900733653/\\$FILE/Food%20safety%20guide%20for%20food%20businesses%20Class%203-s.pdf](http://docs2.health.vic.gov.au/docs/doc/351110DA062B933CCA257B3900733653/$FILE/Food%20safety%20guide%20for%20food%20businesses%20Class%203-s.pdf)

### Trade waste agreement

You will need to contact Wannon Water to determine whether a grease trap is required to be installed at your business and obtain trade waste consent. <https://www.wannonwater.com.au/>

**Checklist of documents to include with application:**

It is imperative that your premises complies with the Food Safety Standards. It will be an advantage to provide plans and specifications of fixtures and finishes so an officer can review and provide you with any advice. A pre-opening inspection (which incurs a fee) will be conducted to ensure the premises complies with these standards.

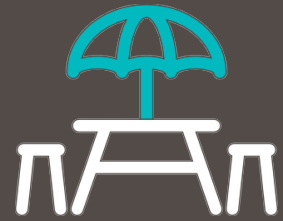
**Please complete the checklist below.**

- I have attached plans for review with this application.
- Please note: Plans may differ from plans submitted to Town Planning or Building Department
- Copy of proposed menu
- Copy of Food Safety Program (Class 1 & 2 only)
- Copy of the Food Safety Supervisor's certificate (Class 1 & 2 Only)
- Copy of the Food Handling Certificate (for food handlers other than the Food Safety Supervisor)
- Copy of the Business Insurance details
- Copy of Audit Certificates required from Food Safety Auditor (see section on Food Safety Program on previous page)

Or date of next audit: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

# 5

## Footpath trading and activities permit application



**⚠ Note that we will conduct onsite checks to make sure you are complying with the conditions of your permit.**

For further information on footpath trading and activities, please refer to the policy and procedure document on Council website. <https://www.warrnambool.vic.gov.au/policies>

**⚠ Please do not purchase or construct items until your application is approved, to avoid additional cost due to non-compliance.**

Please attach a copy of a public liability insurance certificate, with a minimum value of \$20 million.

### Alfresco dining application

#### Conditions of use

- Alfresco dining furniture must be located within the designated trading zone.
  - Trading zone is 2 meters off the building line and 0.8 meters from the curb.
- Any business can apply for an A-Frame or goods on the footpath.
- Tables and chairs will only be approved for a registered food business.
- Alfresco dining areas to be displayed during business operating hours and only up until 10 pm, unless otherwise approved.
- Alfresco dining must not be placed in any of the following exclusion zones.
  - a loading zone
  - no stopping zone
  - bus zone
  - taxi zone
  - 20 meters from a pedestrian crossing, traffic lights or school crossing, unless approved.
- Permits cover tables, chairs, umbrellas, barriers, heaters and planter boxes.
- Council street furniture (bench seat, bins, lights etc.) must not be interfered with. If unsure, please contact Council

Application details (please tick where appropriate)					
<b>How many tables do you have planned for your alfresco dining area?</b>					
Number of chairs and tables (\$185.00 per table, per annum) _____					
<small>* Note: Fees are annual, however if you register between 1<sup>st</sup> of February and 30<sup>th</sup> June you pay pro rata 50%.</small>					
<b>Please indicate other furniture you wish to include within the alfresco dining area.</b>					
No. of Chairs		Umbrellas		Planter Boxes	
Gas Heaters (AGA)		Barrier Screens (temporary)		Barrier Screens (permanent)	
Other (please specify) _____					
<b>Have you attached a detailed site plan at scale 1:100 showing the layout of the proposed footpath activity?</b>					
<input type="checkbox"/> Yes (applications without a detailed site plan will not be considered)					
<b>Have you attached photographs or detailed drawings of proposed furniture? (please include colour scheme and any advertising on furniture or umbrellas)</b>					
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>					

Office use only			
Contacted by:		Date:	/ /
Completed by:		Date:	/ /

## A-frame application

### Conditions of use

- No sign may be displayed in a residential-zoned area.
- One sign per 6-meter business frontage.
- If the business is wider than 6 meters, a second sign may be applied for at an additional fee.
- Sign must be placed directly out the front of the business unless agreed by Council.
- Sign must be placed within the designated trading zone
  - Trading zone is 2 meters off the building line and 0.8 meters from the curb.
- The height of any sign must be greater than 0.9 metre.
- Inflatable signs, portable electronic signs, illuminated signs, revolving, spinning or flashing signs, flags and banners are not permitted,
- Sign must be displayed during business operating hours only.
- Sign cannot be placed on a road, roundabout or medium strip.
- Approved signs shall not be tied to poles, trees, street furniture or any other City-owned infrastructure.
- Community market signs are regulated by separate conditions.

### Permit fees

Applying for an A-Frame permit?     Yes    No   

Have you included a copy of your Insurance certificate?     Yes    No   

*\* Note: Please attach a copy of a public liability insurance certificate, with a minimum value of \$20 million.*

**A-Frame permit fees are \$150.00 per A-Frame, per annum**

*\* Note: Fees are annual, however if you register between 1<sup>st</sup> of February and 30<sup>th</sup> June you pay pro rata 50%.*

### Office use only

Contacted by:

Date:

/

/

Completed by

Date:

/

/

## Display goods (for sale) application

### Conditions of use

- Goods must be placed within the designated trading zone.
  - Trading zone is 2 meters off the building line and 0.8 meters from the curb.
- Goods to be placed directly out the front of the business.
- Goods displayed not to exceed the following requirements;
  - 1.5 meters in height
  - 1.8 meters in length
  - 0.75 meters in width
- Goods displayed not to be less than 1 meter in height.
- There must be a gap of 1 meter between displays if multiple displays are used.
- There must be a separation between businesses of 1.5 meters (0.75 meters each business).
- Goods not to be placed in the proximity of any of the following zones without approval;
  - a loading zone
  - no stopping zone
  - bus zone
  - taxi zone
  - accessible parking bays
  - 20 meters from a pedestrian crossing, traffic lights or school crossing.
- Goods to be displayed during business operating hours only and only until 10.00pm.
- White goods and bulky items, such as beds, furniture and cupboards, are not permitted.

### Permit fees

Applying for a Display Goods permit?       Yes      No     

Have you included a copy of your Insurance certificate?       Yes      No     

*\* Note: Please attach a copy of a public liability insurance certificate, with a minimum value of \$20 million.*

Display Goods permit fees are \$210.00 per annum

*\* Note: Fees are annual, however if you register between 1<sup>st</sup> of February and 30<sup>th</sup> June you pay pro rata 50%.*

### Office use only

Contacted by:

Date:

/

/

Completed by

Date:

/

/



## Itinerant Trading application

Whenever a mobile business wishes to trade on public land, an itinerant trading permit is required. This permit applies to all mobile trading on Council owned & managed land within the Municipality. It does not cover events, free community services, promotional activities & trading under a Council lease or licence.

Council will take into account, impact on permanent traders, benefit to the community, ambience created, safety, amenity & impact on Council infrastructure and facilities.

For further information on itinerant trading, please refer to the policy document on Council website. <https://www.warrnambool.vic.gov.au/policies>

 **Market organisers of one-off markets are required to obtain Council consent & are exempt from Itinerant trading fees.**

Permit fees				
Applying for an Itinerant Trading permit? <input type="checkbox"/> Yes    No <input type="checkbox"/>				
Have you included a copy of your Insurance certificate? <input type="checkbox"/> Yes    No <input type="checkbox"/>				
<i>* Note: Please attach a copy of a public liability insurance certificate, with a minimum value of \$20 million.</i>				
Itinerant trading permit fees (please tick)				
<input type="checkbox"/> Weekend \$125.00 <input type="checkbox"/> 6mth \$350.00 <input type="checkbox"/> 12mth \$600.00 <input type="checkbox"/> market / festival organiser \$1500.00				
Date of operation	From		Until	
Trading times	From		Until	
Preferred Location/s  <i>Note: (Locations may be added at any time during the allocated date range, at no cost).</i>				
Items to be sold.  <i>Please list all categories and core products or services.</i>				

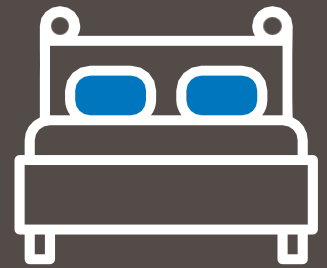
### Conditions of use

- Does not interfere or conflict with the city established fixed retail & services.
- Does not cause unreasonable nuisance to the surrounding residents or business.
- No tables, loud music or other items to be placed outside without approval.
- All advertising must be fixed to the vehicle unless approved,
- If Council are required to clean or repair at the nominated location, the trader will be liable for costs.
- Permit approval does not guarantee a nominated location.
- Permits may be cancelled at any time.

Office use only				
Contacted by:		Date:	/	/
Completed by		Date:	/	/

# 6

## Register an accommodation business



**NOTE:** Submit a plan of your premises with this application form.

### Accommodation business registration

Registration of your accommodation business is valid from 1st January - 31st December each calendar year. This requires annual renewal in November for the following year. Once your application has been received with payment it will be allocated to one of the Council Environmental Health Officers.

If your business will sell food or drinks to guests or the public you also need to complete section 4 of this form (Food Premises)

\* The information on this application form may be provided to the Victorian Government to add to the public register of rooming house operators.

How many people will your business accommodate?	Please tick your business type.
<input type="checkbox"/> 4–10 persons in rooming house <input type="checkbox"/> 11-20 persons in rooming house <input type="checkbox"/> 21-30 persons in rooming house <input type="checkbox"/> 31-40 persons in rooming house <input type="checkbox"/> 41 persons or more in rooming house <input type="checkbox"/> Prescribed accommodation general i.e. hotel/motel	<input type="checkbox"/> Hotel/motel <input type="checkbox"/> Rooming house* <input type="checkbox"/> Hostel <input type="checkbox"/> Student accommodation <input type="checkbox"/> Holiday camp   Caravan park <input type="checkbox"/> Residential accommodation

How big is your accommodation business?					
Number of rooms:		Number of guests:		Number of beds:	

Does your business have the following?					
Swimming pool	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Restaurant	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Spa	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Childcare	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other					

Rooming House Requirements
What is the business owner's date of birth** (if registering as an individual)? Date of birth: _____

\*\*Note: This information is required by Victorian regulation for registration on the Consumer Affairs Public Rooming House Register

### Checklist of documents to include with application:

- Premises floor plans, drawn to scale of not less than 1:100 with dimensions of each room and number of fixtures i.e.: shower, basins, toilets.

# 7

## Register a hair, beauty or tattooing business



For a hair, beauty or tattooing business (including home-based or mobile premises), you will need to complete this section.

Registration of your business is valid from 1st January - 31st December each calendar year. This requires annual renewal in November for the following year, except for businesses offering solely hairdressing and/or temporary makeup services which are eligible to apply for an “ongoing” registration.

Low risk premises are not transferable, a new registration application must be completed.

If your business will sell food or drinks to guests or the public you also need to complete section 4 of this form (Register a Food Business)



**Note: You must read, understand and comply with the Public Health and Wellbeing Regulation 2009** <http://bit.ly/PHWB-regulations-2009> and **Guidance Notes for fit out for personal care and body art industry premises available at** <https://www2.health.vic.gov.au/public-health/infectious-diseases/%20personal-care-body-art-industries>

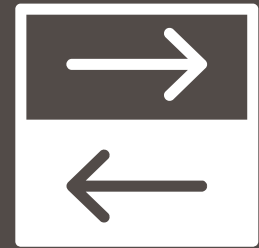
Type of business		Fee range (pro rata)
<b>Low risk to clients</b>		
<input type="checkbox"/>	Hairdresser/barber	\$210.00 (ongoing registration – no transfer applies)
<input type="checkbox"/>	Makeup – applications of cosmetics that does not involve skin penetration or tattooing	
<b>Medium risk to clients</b>		
<input type="checkbox"/>	Manicure/pedicure	\$150.00 per annum (requires annual renewal)
<input type="checkbox"/>	Facial or body treatments	
<input type="checkbox"/>	Foot spa treatments	
<input type="checkbox"/>	Hair removal and ear-piercing gun only (electrolysis/IPL/laser/wax/threading)	
<b>High risk to clients</b>		
<input type="checkbox"/>	Body piercing or other skin penetration procedures	\$150 per annum (requires annual renewal)
<input type="checkbox"/>	Tattooing/removal – includes permanent or semi-permanent makeup or cosmetic tattooing	
<input type="checkbox"/>	Dry needling	
<input type="checkbox"/>	Colonic irrigation	
<b>Other:</b>		To be discussed
Is your business a mobile business? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Mobile services for medium/ high risk activities are not permitted.</i>		<i>Please attach a detailed plan of your business proposal including equipment storage and cleaning processes.</i>

### Checklist of documents to include with application:

- Premises floor plans, drawn to scale and showing every part of the premises including yards and outbuildings.
  - Indicate specific use/work processes to be carried out in each room or part of establishment.
  - Include the location and type of all fittings and fixtures, surface finishes, furniture, shelving, benches etc.

# 8

## Transferring a food, accommodation, health or beauty related business



**Note:** If you are buying an existing food, accommodation or health/beauty business and transferring, you must complete this section. Both the existing and new proprietors must sign to confirm the transfer.

Council Environmental Health Officers are available to conduct transfer inspections and provide an inspection report to the applicant prior to a transfer of ownership of a business. The fee for a transfer inspection is \$210 within 5 business days, and \$150 within 10 business days. This is not included with the transfer fee.

This section applies to the following types of business	The new owner must also complete the following section:	
Food and drink	Register a food business	Transfer Fee is 50% of annual fee
Accommodation providers	Register an accommodation business	Transfer Fee is 50% of annual fee
Beauty or skin penetration	Register a health-related business	Transfer Fee is 50% of annual fee



*Hairdressing businesses cannot be transferred as they require the proprietor to have a one-off, ongoing registration. A new application for registration is required if the business is to be sold.*

To transfer a business successfully, you must submit the details of the current business owner (or owners if there is more than one), their signature and the proposed date of settlement.



**Note:** If this application is only for a business transfer, then the new business owner is required to fill out the NAR on page 4, not the current owner.

Current business owner details	Business owner (fill in here)	Business owner (fill in here)
Title		
Given name(s)		
Surname		
Current registration number		
Current ABN		
Business trading name		

New business owner details	Business owner (fill in here)	Business owner (fill in here)
Title		
Given name(s)		
Surname		
Australian Business Number (ABN)		

By signing the declaration below, I provide authority and consent for Warrnambool City Council to disclose business details, information and documents to the applicant, inclusive of information and documentation obtained during the administration of the relevant registration legislation.

Declaration		
Print current business owner name	Signature	Date
Print proposed business owner name	Signature	Date
Proposed settlement date <i>The application to transfer a registration must be submitted 10 business days prior to settlement.</i>		