

# APPLICATION FOR FOOD BUSINESS ALTERATIONS/SHOP FIT-OUT

*Food Act 2008, Food Regulations 2009 and Australia New Zealand Food Standards Code*

## Proprietor/business details

PROPRIETOR NAME			
POSTAL ADDRESS			
ABN			
PHONE		A/H	
EMAIL			

## Premises details

TRADING NAME	
ADDRESS OF PREMISES	
PHONE	

I agree to:

- Submit the applicable fee of \$167.35 with this application form, including 2 copies of scaled plans, and elevations detailing the proposed layout, including proposed and existing fittings, fixtures, floor wastes, exhaust canopies, toilets etc, to the satisfaction of Health Services. [Note: Incomplete applications/plans that lack detail will not be accepted by the Shire and will be returned to the application for re-submission].
- Ensure I have obtained the appropriate planning approval from the Shire's Planning, and Building **prior to lodging** this application.
- Obtain a Building Licence should there be any structural alterations to the premises or installation of an exhaust canopy, or installation/replacement of a coolroom/freezer [Note: Application cannot be made on this form – you will need to complete a separate Building Licence application form for submission].
- Arrange for a final post fit-out inspection to be undertaken with one of the Shire's Environmental Health Officers and, prior to commencement of trade, further agree to submit the following information;
  - Certificate of compliance for any Exhaust Canopy certifying that the installation has been completed in accordance with BCA Part F4.12 and AS/NZS 1668.1 & AS 1668.2 (if applicable);
  - Submit a completed Notification/Registration Form and relevant fee (required for all Food Businesses);
  - Provide any other information or documentation requested by the Shire's Officers.

**SIGNATURE OF APPLICANT(S)**

**DATE:**

**Please return this form to;**

**In person**

Shire Administration Office  
1 Steere St  
Bridgetown

Or

**By post**

Shire of Bridgetown-Greenbushes  
PO Box 271  
BRIDGETOWN WA 6285

**APPLICATION FEE TO BE PAID ON LODGEMENT**

**Minimum fee: \$167.35**

**Receipt No:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<p> <b>In person</b> (Cash, Cheque, EFTPOS)</p> <p>Customer Service Shire Administration Office</p>	<p> <b>Telephone</b> (Credit Card only)</p> <p><b>Please tick</b> <input type="checkbox"/> A Customer Service Officer will contact you.</p>	<p> <b>Post</b> (Cheque - made payable to Shire of Bridgetown- Greenbushes)</p>
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