

**REQUIREMENTS FOR APPLICATION TO
CONSTRUCT OR ALTER FOOD PREMISES**

- 1 Completion of Health Services Application form and payment of fee.
- 2 Submission of plans to include the following:
 - 2.1 details of the use of each room;
 - 2.2 the structural finish of each wall, floor and ceiling;
 - 2.3 the position and type of each fitting and fixture;
 - 2.4 all sanitary conveniences, change rooms, ventilating systems, drains, grease traps and provision for waste disposal; and
 - 2.5 an estimate of the number and sex of persons, including the proprietor or proprietors engaged in the preparation, manufacturer, processing, cooking or serving of meals.
- 3 Once the approved works have been completed and prior to use, the proprietor is required to obtain approval from Council's Health Department.
- 4 Food Businesses ie: those food premises that prepare meals for the public and defined by Council's Local Laws are required to complete a Notification/Registration Form and payment of relevant fee. An annual risk assessment fee applies to all food businesses.