

**REALM**

179 Maroondah Highway, Ringwood

**CROYDON**

Croydon Library, Civic Square, Croydon

Telephone: 1300 88 22 33



ABN 98 606 522 719

## NEW FOOD PREMISES PRE-APPLICATION FORM

Please complete this form including all details relating to the operation of your business. Once complete, please return to Maroondah City Council's Community Health team via e-mail at [maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au) OR by mail at PO Box 156 Ringwood, Victoria 3134

If you have any queries, please contact Maroondah City Council's Community Health team on 9294 5603.

### LOCATION OF PREMISES

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### PROPRIETOR DETAILS

Primary Contact Person			
Business Trading Name			
Proprietor/Company			
Business Postal Address			
	Suburb	State:	Postcode:
Business Phone		Business Mobile	
Business Email			

### Premises Details

Sit in dining available	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, how many seats?		
Will you have a liquor Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes; General <input type="checkbox"/> Club <input type="checkbox"/> On Premises <input type="checkbox"/> BYO <input type="checkbox"/>		
Will you sell any tobacco products?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you have a cigarette vending machine?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Proposed trading date		What type of premises?	Domestic <input type="checkbox"/>	Commercial <input type="checkbox"/>

### Transport Vehicle

Are you a mobile food operator?	Yes <input type="checkbox"/> No <input type="checkbox"/>	RTA Vehicle Registration Number	
Make & Model of Vehicle			
Colour of Vehicle			

<b>Pre-Application Fee (Please tick which is applicable to your business)</b>	
<b>Very Large Manufacturers &amp; Supermarkets</b>	<b>\$532</b>
<b>Very Large Restaurants/Cafes/Hotels/Clubs (more than 100 seats)</b>	<b>\$420</b>
<b>Class 1 Premises (hospital/aged care/childcare)</b>	<b>\$415</b>
<b>Class 2 &amp; 2H Premises (restaurant/cafe/takeaway)</b>	<b>\$415</b>
<b>Class 3A &amp; 3 Premises (sell unpackaged low-risk foods or pre-packaged high-risk foods only)</b>	<b>\$280</b>
<b>Community Clubs/School Canteen – Class 2</b>	<b>\$280</b>
<b>Community Clubs/School Canteen – Class 3</b>	<b>\$247</b>

**FOOD ACTIVITIES**

**Types of food available for sale**

<input type="checkbox"/> Unpackaged high-risk foods. e.g. sandwiches, salads or other foods requiring temperature control (hot and/or cold)	Please specify:
<input type="checkbox"/> Unpackaged low risk foods e.g. cakes, coffee or shelf stable foods that do not require temperature control	Please specify:
<input type="checkbox"/> Prepackaged foods e.g. snack foods, chocolates	Please specify:
<input type="checkbox"/> Other	Please specify:

**Types of food activities undertaken at the food business**

<input type="checkbox"/> Food Storage	<input type="checkbox"/> Cool room <input type="checkbox"/> Fridges – Total No..... <input type="checkbox"/> Dry-store area room	<input type="checkbox"/> Walk in Freezer <input type="checkbox"/> Freezer – Total No..... <input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> Food Preparation	<input type="checkbox"/> Washing fruits and vegetables <input type="checkbox"/> General food preparation	<input type="checkbox"/> Cutting fruits, vegetables or meat <input type="checkbox"/> Other, please specify
<input type="checkbox"/> Food Processing	<input type="checkbox"/> Cooking <input type="checkbox"/> Cooling of cooked foods for later use <input type="checkbox"/> Reheating food <input type="checkbox"/> Fermentation <input type="checkbox"/> Bottling <input type="checkbox"/> Packaging <input type="checkbox"/> Sous Vide	<input type="checkbox"/> Preparing sushi stored over >5°C <input type="checkbox"/> Preparing Chinese-style chicken, roast duck or BBQ pork <input type="checkbox"/> Preparing foods that contain raw egg in final product (mayonnaise, mousse etc) <input type="checkbox"/> Hot Fill (Chutneys, Jams etc) <input type="checkbox"/> Preparing foods containing raw/rare meats (Ceviche, Steak Tartare etc) <input type="checkbox"/> Other. Please specify: _____
<input type="checkbox"/> Serving Food	<input type="checkbox"/> Hot food stored above 60°C <input type="checkbox"/> Food made to order	<input type="checkbox"/> Cold food stored below 5°C <input type="checkbox"/> Other, please specify
<input type="checkbox"/> Other	Please specify:	

**Before we process your application, we require the following:**

- Completed New Food Premises Pre-Application Form
- Payment of Pre-Application Fee
- Copy of Plans


**Privacy Statement**

*Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 1300 88 22 33 or email - [privacy@maroondah.vic.gov.au](mailto:privacy@maroondah.vic.gov.au)*

**This pre-application is only valid for 12 months from date of submission.**

**Payment can be made by**

- **cheque** (cheques made payable to Maroondah City Council)
- **cash or EFTPOS/Credit Card** at any Maroondah City Council Office or Service Centre
- **online** – by prior arrangement (please call 9294 5603)

<b>AMOUNT PAYABLE</b>	<b>\$</b>
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**OFFICE USE ONLY**

Prepayment \_\_\_\_\_ Receipt Number \_\_\_\_\_ Amount Paid \_\_\_\_\_ Date \_\_\_\_\_

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**CASHIER CUT OFF**

<b>LC</b>	<b>PP/HLTH</b>	<b>Narrative – Location of Premise</b>	<b>Cash / Cheque / EFTPOS</b>
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Receipt Number \_\_\_\_\_ Amount \_\_\_\_\_