



Business Approvals Application Form

Baw Baw Shire Council





Receiving approvals from Council to open your business

If you are starting a new business or buying an existing business, you will need to obtain certain permits from Baw Baw Shire Council before you commence trading.

Once you have lodged this application form, it will be forwarded to the relevant business units for assessment and you may be contacted by them for more information.

The units related to the business approval process include:

- Economic Development
- Planning
- Building
- Public Health
- Community Compliance

Business Approvals Service

Based in our Economic Development Team the business approvals 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. This includes liaising with all the teams inside Council to ensure you are getting expert advice and staying in contact with you throughout the process.

To get in contact with the Business Approvals Service, or for any assistance completing the form please contact us:



In Person

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



By Email

Send us an email at yourbusiness@bawbawshire.vic.gov.au



By Phone

Call us Monday to Friday, 8.30am to 5pm on 1300 BAW BAW



Online

Head to our website to request a call back

How to lodge your application



In Person

33 Young Street, Drouin, or
1 Civic Place, Warragul
8.30am to 5pm Monday to Friday



By Email

Email your completed application form to yourbusiness@bawbawshire.vic.gov.au



By Mail

Baw Baw Shire Council
Att: Business Approvals Service
PO Box 304 Warragul Vic 3820

Fees and Payment Methods

A fee schedule is attached at the end of this form. Once your application is lodged we will send you an invoice for the fees. Payment options will be included on the invoice.



Completing the business approvals application form

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How to complete this form

Use this guide to know which sections of the form to fill out, you are only required to complete the sections that apply to your business. If you need any assistance, Council's Business Approvals Service can assist you on 1300 BAW BAW.

Step 01

Applicant Details

Mandatory for all applications - **Complete Section 1**

Step 02

What does your business involve?

Food & Drink - **Complete Section 3**

Accommodation - **Complete Section 4**

Hair, Beauty & Tattooing - **Complete Section 5**

Step 03

Are you buying or have you bought an existing business?

Transfer of business- **Complete Section 2**

Step 04

Will you carry out any activity on the footpath?

Footpath Trading Permit- **Complete Section 6**

This includes A-Frame signs, display of goods and outdoor furniture

Step 05

Do you require a planning permit?

Planning Permit - **Complete Section 5**

Contact Council to discuss if you are unsure

Step 06

Are you building or renovating?

Building Permit- **Refer Section 8**

Including providing disabled access, or increasing occupancy



Section One Applicant Details

Prior to completing this form it is strongly recommended you discuss your proposed business with Council's Statutory Planning Department, or Business Approvals Service by calling 1300 BAW BAW

I have discussed my business proposal with Council's Statutory Planning Team

This section must be completed by all applicants - Please submit your personal details and the details of your business. You may include two sets of details if the application is made on behalf of the business owner.

Business Owner(s)

Title: _____ First name(s): _____ Surname: _____

Phone Number: _____ Mobile Number: _____

Email address: _____

Postal Address: _____ Town: _____ Postcode: _____

Primary Contact/Applicant (if different than above)

Title: _____ First name(s): _____ Surname: _____

Phone Number: _____ Mobile Number: _____

Email address: _____

Postal Address: _____ Town: _____ Postcode: _____

Business Details

Business Trading Name: _____

Company Name (if different to trading name): _____

Business Trading Address: _____

Do you intend to operate a mobile business? Yes No

Australian Business Number (ABN): _____

Australian Company Number (ACN): _____

Please note if you have not yet registered your business and trading name, you can submit this information to the Council at a later time.

Are you completing this form on behalf of the business owner? Yes No

Insert Role: _____

Expected date to open business: _____

Anticipated operating hours: _____



Section One

Applicant Details

Declaration

Have you been in contact with Council's Business Approvals Service? Yes No

If yes, what is your CRM reference number? _____

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge.

Applicant Name 1 (Please print name): _____

Signature: _____ Date: _____

Applicant Name 2 (If applicable): _____

Signature: _____ Date: _____



Section Two - Transferring a food, accommodation, health or beauty related business

If you are buying an existing food, accommodation or health business and transferring the Council's health registration of that business to your new business, the current business owner and the new business owner must complete this section to confirm the transfer.

If you are the new owner of the business you must also complete the following sections that are relevant to your business:

- Register a fixed-location food business
- Register an accommodation business
- Register a health related business

Please Note: Hairdressing businesses cannot be transferred as they require the proprietor to have a one-off, ongoing registration.

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.

Current Business Owner Details

Title: _____ First name(s): _____ Surname: _____

Phone Number: _____ Mobile Number: _____

Current Registration Number: _____

Business Trading Name: _____

Declaration

By signing the declaration below, I hereby authorise and consent for Baw Baw Shire Council to disclose to the applicant business details in regard to said premises, inclusive of information and documentation obtained during the administration of the relevant registration legislation.

Current business owner name: _____

Signature: _____ Date: _____

Proposed business owner name: _____

Signature: _____ Date: _____

Proposed settlement date: _____

The application to transfer a registration must be submitted 10 business days prior to settlement



Section Three

Register a food business

If you are opening a food-related business, you will need to register your premises with Council.

- For a fixed-location food business (including home-based premises), you will need to complete this section.
- For a temporary or mobile premises, you need to apply for a permit using: streatrader.health.vic.gov.au
- If your business primarily involves the manufacturing or production of dairy, red meat, poultry or seafood, you will need to register your business with Dairy Food Safety Victoria (dairysafe.vic.gov.au) or PrimeSafe (primesafe.vic.gov.au) instead of Council.

Please describe the type of business you are proposing to operate e.g. café, restaurant, bar, manufacturer, etc. Indicate the types of food/drinks you intend to prepare/sell at the food premises.

Food Business Classification

The type of food that you prepare, and sell will determine your risk classification. Some examples have been provided in the table below. If you are unsure which classification applies to your business, head to the [Victorian Health Website](http://www.vic.gov.au/health) to help determine which classification applies to your business or contact Council's Public Health Team.

Please select the appropriate class for your business.

Class	Description	Examples Include (but not limited to)
<input type="checkbox"/> Class 1	Food being prepared or served exclusively for vulnerable groups	Aged care service, Hospital, Child care or Meals on Wheels service
<input type="checkbox"/> Class 2	Food premises selling or handling unpackaged food requiring temperature control	<ul style="list-style-type: none"> - Cafés, delis, take-away premises, restaurants or any home-based businesses that manufacture high risk food - Community group or not for profit preparing high risk food - Supermarket or manufacturer - Sporting club and other food business handling unpackaged high risk food
<input type="checkbox"/> Class 3	Food premises selling or handling unpackaged food that does not require temperate control and/or pre-packaged food requiring temperature control	<ul style="list-style-type: none"> - Grocer that only sells cut fruit, vegetables and/or packaged food - Home-based business selling low risk baked products such as cakes without cream or custard - Wholesaler/distributor/importer of food - Re-package food that does not require temperature control
<input type="checkbox"/> Class 4	Activities considered to be very low risk such as the sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables, and sausage sizzles.	All Class 4 applications can be lodged online through streatrader.health.vic.gov.au



Section Three

Register a food business

Class 1 and 2 Food Businesses

This section is only required to be completed by Class 1 & 2 businesses. All Class 1 businesses must have an independent Food Safety Program.

Class 1 and 2 food businesses require at least one person who has completed food safety supervisor training. If you are required to have a nominated Food Safety Supervisor; then you must submit a copy of their certificate of competency to Council prior to commencing trading. Some businesses are exempt from nominating a Food Safety Supervisor. To find out more, see information about [Food Safety Supervisors](#).

Name of food safety supervisor _____

I confirm I have submitted a copy of the food safety supervisor's certificate with this application

Food Safety Program (FSP) Declaration

- Department Health and Human Services (DHHS) Class 2 Standard Food Safety Program Template
- Other DHHS Food Safety Program - Registered Template Number
- Non-Standard Food Safety Program (Independent FSP) - Requires annual third party audit

Sale or consumption of Liquor

If you plan on selling liquor at your food business, please contact Council's Statutory Planning Department to discuss any further approvals that may be required.

Checklist of documents to include with your application

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

Premise floor plans, drawn to scale with dimensions and showing every part of the premise.

Please ensure the plans include the following details:

- 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.
- Specify the finishes of walls, floors, ceiling, benches, shelves and splashbacks throughout the premises.
- Indicate the location and proposed use of sinks and basins throughout the premises.

I have attached a copy of my proposed menu

I have attached full floor plans to enable a formal assessment of plans to be undertaken



Section Four

Register an accommodation business

If your business is accommodation related, you will need to complete this section. You will need to pay a new premises or transfer fee and a fee for annual registration, see the fee schedule for further information.

Registration of your accommodation business applies until 31 December each calendar year. Once your application has been received with payment it will be allocated to one of Council's Public Health Officers.

Please note: If your business will provide food to guests or the public then you also need to complete section 3 of this form (register a fixed-location food business).

Type of Business

- Motel/Hotel Residential Accommodation Rooming House Holiday Camp

Rooming House Operators License Number _____
(For rooming houses only)

Number of rooms available _____

Maximum number of guests _____

- I have attached plans of the layout showing the size of all rooms and proposed occupancy limits.



Section Five

Register a hair, beauty or tattooing business

If your business is health-related, you must complete this section. You will need to pay a one-off or annual registration fee depending on your business activities. Please find further information from the [Victorian Government](#).

Type of business

- Low Risk** Hairdresser/barber, Makeup, Spray tans or Facial and body treatments
- Medium Risk** Manicure/pedicure, Hair removal (electrolysis/IPL/laser/wax/threading) and Ear piercing (gun only)
- High Risk** Body piercing or other skin penetration procedures, Tattooing/removal – includes permanent or semi-permanent makeup or cosmetic tattooing, Dry needling and Colonic irrigation

Is your business a mobile business? Yes No

Please Note: Mobile skin penetration and/or beauty practices are not permitted.

Checklist of documents to include with your application

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

- Premise floor plans, drawn to scale with dimensions and showing every part of the premise including yards and outbuildings.**

Please ensure the plans include the following details:
 - 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.
- For mobile businesses, please attach a detailed plan of your business proposal including equipment storage and cleaning processes.**



Section Six

Register for footpath trading

If you would like to offer outdoor dining on public land, such as the footpath outside your business, you will need to apply for a Local Law permit from Baw Baw Shire Council. These permits apply to outdoor dining, advertising signs and display of goods on the footpath.

To apply for a permit there is a non-refundable application fee, and an annual permit fee. If you apply for a permit and it is not approved, the annual permit fee will be refunded. The permit obtained will be valid for a year from the nearest quarter. Please see fee schedule at end of application form for the footpath trading fee that suits you best.

Please select an option/s below if you wish to apply for a Local Law Permit.

Advertising

A-Frame Signage (1 sign per premises)

Size of A-Frame/Advertising Sign _____

Display of Goods

Goods Displayed (per square meter)

Description of goods _____

Size of goods _____ square meters

Outdoor Dining

Number of Tables and Chairs _____ Square meters _____

Please ensure you check each item of the declaration and understand your requirements to comply with Council's Footpath Trading Policy and Guidelines.

By signing the declaration below, you acknowledge:

- This permit is issued on the condition that the person or incorporated entity, to whom or to which it is issued (the "permit holder"), complies at all times with the Baw Baw Shire Council Footpath Trading Policy and any conditions within the permit.
- The Permit Holder will ensure there is no adverse impact on pedestrian safety or other road users and the amenity of the locality can be preserved in the opinion of an Authorised Officer.
- The Permit Holder, at all times, indemnifies the Baw Baw Shire Council against any liability claim arising from the activity which the permit authorises.
- The Permit Holder, during the entire period of the permit, must hold a current liability insurance policy, in their name, covering the activity the permit authorises. The insurance policy must provide for a minimum cover of \$10,000,000.

- Permit holders must remove all vehicles and equipment from the public footpath or roadside at the end of each day or at the conclusion of business unless the permit indicates otherwise.
- Only those parts of a road reserve which are considered safe for pedestrian and vehicular traffic may be utilised and clear line of sight for oncoming traffic.
- If outdoor heaters are used they must be placed in line with the tables and chairs, within the defined space and must not extend past the shop frontage.
- That any breach of permit conditions, or failure to obtain approval from Council may result in enforcement action.
- Your approved permit must be displayed at all times.

Checklist of documents to include with your application

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

- A copy of certificate of currency for public liability insurance for a minimum sum of \$10 million.**
- A detailed and to scale site plan of the external areas relevant to this application with proposed layout of footpath trading.**



Section Seven

Apply for a planning permit

You must complete this section if planning permission is required, a permit may be required if you will:

- Use the building land for a different purpose to how it is used now
- Develop or undertake external buildings and works or internal works to a building/site with special planning controls (e.g. heritage)
- Display external signage (e.g. business identification sign(s) or illuminated sign(s))
- Change access from a main road, including modified/new crossovers or a more intensified use/access to the land
- Change the areas in your business that alcohol can be served or increasing serving hours
- Reduce the number of car parking or bicycle facilities available on your land

Prior to completing this section, please contact Council's Statutory Planning Team to discuss your proposal and determine whether you require planning permits.

Please Note: All permit amendments need to be addressed separately with the Council's Statutory Planning Team.

Land Details

Street address of the land _____

Formal description on the title _____

Current owner of the land _____

How is the land currently used or developed? _____

The Proposal

Brief description of the proposal: _____

Are you proposing to alter your access to your land from a main road? Yes No

Are you proposing to change the use of your land? Yes No

Are you proposing any buildings and works? Yes No

Are you proposing any reduction or waiver in car parking or bicycle facilities? Yes No

Are you proposing any business identification signage? Yes No

Are you proposing a liquor license/ change to an existing license? Yes No



Section Seven

Apply for a planning permit

Acknowledgment

- I understand that any material submitted with this application, including plans and personal information, is publicly available for viewing (including electronically), and copies may be given to interested parties as part of the planning process under the Planning and Environment Act 1987.

Checklist of documents to include with your application

Please ensure the following documents are attached to your application to ensure it can be assessed and processed correctly.

- A full, current copy of title information for the land, which must be no more than 60 days old and includes title diagrams and copies of any restrictions (e.g. covenants or section 173 agreements).**
This can be obtained from <https://www.landata.vic.gov.au>
- A site plan depicting existing layout of land, including the proposed development.**
- Floor plans and elevations showing the layout and details of the proposal.**
- Any other additional information, or supporting reports requested by the Statutory Planning Team**



Section Eight Building Permits

Nearly anything that is built requires a building permit. Building permits enforce regulations that are designed to protect your building and those who occupy it. Baw Baw Shire Council does not issue Building Permits and you will need to contact a private registered building surveyor to complete an application.

We do have some advice for businesses to determine if you may require a building permit, if you are wishing to undertake any of the below works then there is a high chance a building permit will be required:

- Any internal fit outs or alterations on your premise
- 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
- Changing the business use from what is currently is
- Altering any essential safety measures (i.e fire hydrants, fire hose reels, exit signs, emergency lighting or paths of travel to an exit).

If you're looking for more information the [Victorian Building Authority](#) is the regulator for Victoria's Building Industries and has some great information about when building permits will and will not 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 flues). 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).

More information can be found on the [Victorian Building Authority website](#).

A list of Gippsland based building surveyors can be located on the [Yellow Pages](#) or you can search for building surveyors in your suburb.



Section Nine Fee Schedule

Environmental Health

Please note: For new businesses a pro-rata fees may apply.

Food (Requires annual renewal)			
Class 1	New Business	\$575	Transfer of Business \$404.85
Class 2	New Business Streatrader	\$675 \$340	Transfer of Business \$404.85
Class 3	New Business Streatrader	\$430 \$215	Transfer of Business \$404.85
Class 4	No fee - Streatrader Application		

Accommodation (Requires annual renewal)			
Less than 10 persons		\$215	Transfer of Business \$297
Greater than 10 persons		\$290	Transfer of Business \$297

Health, Beauty & Tattooing (Requires annual renewal)			
Low Risk	Ongoing Registration		\$297
Medium Risk	New Business	\$290	Transfer of Registration \$297
High Risk	New Business	\$297	Transfer of Registration \$297

Footpath Trading

Please note: Requires annual renewal

Footpath Trading		
All Applications	Application Fee	\$37.70
Advertising	A-Frame (1 sign per premises)	\$78.50
Display of Goods	Goods Displayed (per square meter)	\$46
Outdoor Eating	Tables & Chairs (per square meter)	\$46



Section Nine Fee Schedule

Planning

If your application is for more than one class of permit set out in the table below, the application fee is the highest fee which would have been applied if a separate application were made, plus 50% of each of the other fees which would apply if separate applications were made.

Please contact Planning if you are unsure of which fee applies to your application.

Change or allow a new use of the land (includes liquor license and reduction of car parking)	
Class 1	\$1,318.10
Class 22	\$1,318.10
Building works (including business signage)	
Class 11 Cost of work \$0 to \$100,000	\$1,147.80
Class 12 Cost of work \$100,001 to \$1,000,000	\$1,547.80
Class 13 Cost of work \$1,000,001 to \$5,000,000	\$3,413.70

Following the application lodgment there may be additional fees incurred if advertising is required or amended plans are submitted.

Public Notice Fees (if applicable)	
Advertising Sign (per sign)	\$107
1 to 10 mail notices	\$128.90
Additional Letters (per letter)	\$5.85
Public Notices in Newspaper (at cost)	\$267