|  |  |  |
| --- | --- | --- |
| **REALM**  179 Maroondah Highway, Ringwood  **CROYDON**  Croydon Library, Civic Square, Croydon  Telephone: 1300 88 22 33 | New Maroondah Logo CMYK  **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.

**ADDRESS OF PREMISES**

**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 No | If Yes, how many seats? |  | |
| Will you have a liquor Licence? | Yes No If Yes; General Club On Premises BYO | | | |
| Will you sell any tobacco products? | Yes No | Will you have a cigarette vending machine? | Yes No | |
| Proposed trading date |  | What type of premises? | Domestic | Commercial |

**Transport Vehicle**

|  |  |  |  |
| --- | --- | --- | --- |
| Are you a mobile food operator? | Yes No | RTA Vehicle Registration Number |  |
| Make & Model of Vehicle |  | | |
| Colour of Vehicle |  | | |

**Pre-Application Fee *(Please tick which is applicable to your business)***

|  |  |
| --- | --- |
| **Large Manufacturers & Supermarkets** | **$495** |
| **Restaurants/Cafes/Hotels/Clubs** *(more than 100 seats)* | **$390** |
| **Class 1 Premises** *(hospital/aged care/childcare)* | **$385** |
| **Class 2 Premises (***restaurant/cafe/takeaway)* | **$385** |
| **Class 3A & 3 Premises** *(sell unpackaged low-risk foods or pre-packaged high-risk foods only)* | **$260** |
| **Community Clubs/School Canteen – Class 2** | **$260** |
| **Community Clubs/School Canteen – Class 3** | **$230** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FOOD ACTIVITIES | | | | |
| **Types of food available for sale** | | | | |
| Unpackaged high-risk foods. e.g. sandwiches, salads or other foods requiring temperature control (hot and/or cold) | Please specify: | | | |
| Unpackaged low risk foods e.g. cakes, coffee or shelf stable foods that do not require temperature control | Please specify: | | | |
| Prepackaged foods  e.g. snack foods, chocolates | Please specify: | | | |
| Other | Please specify: | | | |
| Types of food activities undertaken at the food business | | | | |
| Food Storage | Cool room Walk in Freezer      Fridges – Total No........... Freezer – Total No...........      Dry-store area room Other. Please specify:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Food Preparation | Washing fruits and vegetables Cutting fruits, vegetables or meat      General food preparation Other, please specify | | | |
| Food Processing |  | Cooking  Cooling of cooked foods for later use  Reheating food  Fermentation  Bottling  Packaging  Sous Vide |  | Preparing sushi stored over >5°C  Preparing Chinese-style chicken, roast duck or BBQ pork  Preparing foods that contain raw egg in final product (mayonnaise, mousse etc)  Hot Fill (Chutneys, Jams etc)  Preparing foods containing raw/rare meats (Ceviche, Steak Tartare etc)  Other. Please specify:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Serving Food | Hot food stored above 60°C Cold food stored below 5°C  Food made to order Other, please specify | | | |
| 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 and 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 to do so by law or it is part of the Council business that is being undertaken. 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 and Health Records Officer on 1300 88 22 33 or email -* [*privacy@maroondah.vic.gov.au*](mailto:privacy@maroondah.vic.gov.au)*”*

**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)

|  |  |
| --- | --- |
| AMOUNT PAYABLE | $ |

**OFFICE USE ONLY**

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

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CASHIER CUT OFF

**LC PP/HLTH Narrative – Location of Premise Cash / Cheque / EFTPOS**

**Receipt Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**