



# Business Approvals Application Form

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## Getting Help

Contact our Business Approvals Officer to make an appointment for help completing this form.

5128 5789

Email: [businessapprovals@latrobe.vic.gov.au](mailto:businessapprovals@latrobe.vic.gov.au)

View the Business Approvals Application Guide at [www.latrobe.vic.gov.au/StartingABusiness](http://www.latrobe.vic.gov.au/StartingABusiness)

## Submitting this Form

You can submit this form:

- At any Latrobe City Council Service Centre or Library
- Email: [latrobe@latrobe.vic.gov.au](mailto:latrobe@latrobe.vic.gov.au)
- Post to: Business Approvals Officer  
Latrobe City Council  
PO BOX 264, Morwell 3840

After you submit your application, you will be contacted by a Business Approvals Officer to discuss next steps for your application.

## Fee Payment

Once your application is lodged, we will send you an invoice for the fees. Your application will be processed once full payment is received.

**BUSINESS OWNER DETAILS**

Title:        Mr        Mrs        Miss        Ms        Other:

First name:

Surname:

Best contact number:

Email address:

Australian Business Number (ABN):

Australian Company Number (ACN) (if applicable):

Company/Business name:

Trading name (if different):

Company/Business trading address:

Company/Business postal address (if different):

Who is completing this form?        Business owner        Behalf of the owner

**Primary Contact**

If primary contact for this application is different to above, please complete:

Role:

Title:

First name:

Surname:

Best contact number:

Email address:

**Communicating with Council**

Preferred contact method:        Email        Phone

Preferred days of the week and time of day:

**DECLARATION**

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

Business owner name:

Signature: \_\_\_\_\_

Date:

Primary contact name:

Signature: \_\_\_\_\_

Date:

**BUSINESS SUPPORT**

**Please complete the optional information below to help us learn more about you, your experience and your business. Providing this information will help us provide the support you and your business need.**

**Your Business**

Type of business:

Do you have a business plan?      Yes      No

If no, research the benefits of developing a business plan. An example business plan:  
[www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/write-a-business-plan](http://www.business.vic.gov.au/setting-up-a-business/how-to-start-a-business/write-a-business-plan)

Your business experience (previous business, career experience, include other businesses already registered with Latrobe City):

Business support network (consultant, builder, architect, family business, friends, mentor, accountant, lawyer):

Commitments made (events, launch dates, staffing, other deadlines):

Proposed open for business date:

Is there anything else you need from us or assistance we can provide you?

**REQUIRED INFORMATION**

You must provide all the required information below in full, before submitting this application form.

**Land Details**

Address of land:

Current owner of land:

If the applicant is not the owner of the land, the current owner of the land must provide consent to the permit application.

How is the land currently used or developed (e.g. shop, cafe, vacant Land, gym)?

Planning permit type:

New application

Amendment to existing application: planning permit no:

Proposed building and works to the property

Transfer of business ownership

Briefly describe how you intend to use and/or develop the land:

A planning officer may request more information if it is considered necessary to assess the proposal.

**Land Owner Consent**

I/We \_\_\_\_\_ being owners or property situated at \_\_\_\_\_

hereby consent to this permit application.

Signature: \_\_\_\_\_

**REQUIRED INFORMATION (CONTINUED)**

Are you planning to (select all that apply):

Change the use of the land or building (for example: from shop to a cafe)

Develop or make significant changes to the exterior of the building

Alter a shop front in a heritage area

Obtain a liquor licence or change area, increase number of patrons or times you will be serving alcohol

Display signage for business (either attached to the building or free standing - but not an A-frame sign)

Reduce number of car parking spaces required by the Latrobe Planning Scheme

A planning permit is a legal document setting out the conditions that apply to the use and/or development of land and may include a set of endorsed plans.

Estimated cost of development (difference if an amendment):

Have you had a pre-application meeting with a council staff member?      Yes      No

If yes, with who?:

Documents to attach to your application:

A full, current copy of the land title and any restrictions (within 3 months)

A set of plans drawn to scale, including current and proposed site plan, elevations, floor plans, proposed signage and photographs of the building/site.

A detailed explanation of what you want to do with the land, including any development, operating hours, number of staff, parking requirements under the planning scheme, signage plans (drawings, illuminated, etc), if alcohol is to be served, category of liquor license (see VCGLR website: [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)) and any potential impacts that your proposal could have on the amenity of the neighbourhood.

A planning officer may request more information if it is considered necessary to assess the proposal.

**PURCHASE OF AN EXISTING FOOD, ACCOMMODATION, HAIR AND BEAUTY,  
TATTOO/PIERCING BUSINESS OR CARAVAN PARKS**

**If you are purchasing an existing food, accommodation or hair and beauty, tattooing/piercing business, the health registration must be transferred.**

Council must undertake an inspection before changes to registration can be finalised.

When your application is received, an environmental health officer will inspect the premise and issue an inspection report. After inspection is completed, an invoice will be issued for payment. Subject to the satisfactory compliance of the premises, a Certificate of Registration will thereafter be issued.

Written consent must be provided from the current business owner in order for a copy of the report to be provided to you. A Consent to Disclose form can be obtained from the Health Services team directly call 5128 5613.

Proposed settlement date:

Do you intend to change the types of services you provide?      Yes      No

**Pre-purchase Inspection (no contract)**

If a pre-purchase inspection is required prior to entering an agreement, the request must be provided in writing and consent provided from current owner. A Consent to Disclose form can be obtained from Health Service team directly call 5128 5613. Please note that 10 business days is required to complete the inspection and provide the required report.

**NEW FOOD BUSINESS**

**If you are opening a food-related business, you will need to register your premises. Complete the information below to register a new food business.**

Registration of your business applies until 31 December of each year (new business fees are charged on a pro-rata basis); renewals of registration are issued in October of each year.

When your application has been received, an environmental health officer will inspect the premise and issue you with inspection report. Upon completion of the inspection, an invoice will be provided for payment of registration (which will include an establishment fee for new premises).

When payment is received and provision of a compliant inspection report completed, you will be sent a new Certificate of Registration.

**Temporary or Mobile Food Business (including community groups)**

You must also register through the Department of Health Streatrader website:

<https://streatrader.health.vic.gov.au>

**Meat, Poultry, Seafood or Dairy Business**

If your business predominantly sells, produces, transports, stores or prepares dairy, meat, poultry or seafood, you will need to register with Dairy Food Safety Victoria ([dairysafe.vic.gov.au](http://dairysafe.vic.gov.au)) or PrimeSafe ([primesafe.vic.gov.au](http://primesafe.vic.gov.au)) instead of Council.

For the retail sale, handling, storage and transport of pre-packaged meat (cryovac or vacuum packaged, cuts of meat, mince, sausages and smallgoods); packaged in modified atmosphere packaging; canned or bottled meat products or meat packaged in other impermeable and hermetically sealed packaging must now apply to register such operations with Council.

Business type:

Cafe

Restaurant

Bar

Manufacturer

Food Van/Mobile

Home based

Catering

Other (please specify):

What is the intended scope of the business operation?



## NEW FOOD BUSINESS (CONTINUED)

### Food Safety Supervisor

Class 1 and 2 food businesses must have a least one person who has completed food safety supervisor training.

*Please note as of 31 Dec 2023, Food Safety Supervisor certification is required to be renewed every 5 years. Copy of certification to be provided to council.*

Find out more about Food Safety Supervisors search 'Food safety supervisor' on the Vic Health website: [www.health.vic.gov.au](http://www.health.vic.gov.au)

Have you nominated a food safety supervisor?      Yes      No

Have you attached a copy of the food safety supervisor certificate to this application?      Yes      No

### Trade Waste Consent

Phone Gippsland Water on 1800 050 500 to determine if a grease trap is required at your business and get trade waste consent.

More information: [www.gippswater.com.au/commercial/general-information/commercial-trade-waste](http://www.gippswater.com.au/commercial/general-information/commercial-trade-waste)

### Septic Tank

If your property is not connected to the reticulated sewer then you must apply through Council for a septic tank permit to install/alter for the development. Visit [www.latrobe.vic.gov.au/City/Permits\\_Fines\\_and\\_Local\\_Laws/Septic\\_Tank\\_Permits](http://www.latrobe.vic.gov.au/City/Permits_Fines_and_Local_Laws/Septic_Tank_Permits)

### Food Classes

All businesses, organisations, individuals and community groups selling food or drink in Victoria must be classified according to the highest level of risk their food handling activities pose.

For full details visit: [www.health.vic.gov.au/food-safety/starting-a-food-business-what-you-need-to-know#food-business-classification](http://www.health.vic.gov.au/food-safety/starting-a-food-business-what-you-need-to-know#food-business-classification)

Considering the information below which food business class do you consider your business to be?

Class 1      Class 2      Class 3      Class 4

**NEW FOOD BUSINESS (CONTINUED)****CLASS 1****Premises which serve potentially high-risk food.**

Hospitals, childcare centres and aged care services or any organisation that prepares foods for vulnerable groups.

**CLASS 2****Premises that handle potentially high-risk unpackaged food such as restaurants and cafes like cooked and uncooked meat, dairy (cream or cheese) and seafood etc.**

- Restaurants, bars, bed and breakfasts, cafes, mobile food vehicles or food carts preparing and serving potentially high-risk foods
- Bakeries handling low-risk food and serving potentially hazardous food such as custards, cream cakes and meat products
- Canteens preparing and serving potentially hazardous food (located in schools, workplaces, sporting clubs, universities or TAFEs, drug and alcohol rehabilitation centres)
- A premises low risk food manufactured, for which any allergen -free claim is made other than a home-based business that produces low-risk packaged or unpackaged foods for which an allergen-free claim is made

**CLASS 3****Premises that handle unpackaged low-risk food or high risk pre-packaged food and warehouses and distributors.**

- Bars, bed and breakfasts, cafes, mobile food vehicles or food carts preparing and serving low-risk food
- Bakeries handling low-risk food (bread, flour-based foods)
- Breweries, wineries and other alcoholic drink makers
- Preparation and/or cooking of potentially hazardous foods which are served to guests for immediate consumption at an accommodation getaway premises
- Food is made using a hot-fill process such as chutney, relish, salsa, tomato sauce or any other similar food heat treated to a temperature of not less than 85C and then filled and sealed hot into its packaging and is acidic (pH less than 4.6) and has salt or sugar or other similar preservative

**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 fundraising activities.**

- Some vending machines, community groups and fundraising activities (selling cooked sausages)
- Operating a food stall selling biscuits, tea or coffee
- Selling packaged or covered cakes (other than cakes with a cream filling)
- Selling low-risk foods pre-packaged food such as jams and honey
- The serving of coffee, tea, alcohol, water, soft drink intended for immediate consumption

## NEW ACCOMODATION BUSINESS

**If you are opening an accommodation-related business, you will need to register your premises. Complete the information below to register a new accommodation business.**

Accommodation businesses that require registration include hotels, motels, bed & breakfasts and rooming houses. Some short-stay accommodation may also require registration depending on number of rooms available. Rooming houses are also required to register with Consumer Affairs Victoria [consumer.vic.gov.au](http://consumer.vic.gov.au)

Registration of your business applies until 31 December of each year (new business fees are charged on a pro-rata basis); renewals of registration are issued in October of each year.

When your application has been received, an environmental health officer will inspect the premise and issue you with inspection report. Upon completion of the inspection, an invoice will be provided for payment of registration (which will include an establishment fee for new premises).

When payment is received and provision of a compliant inspection report completed, you will be sent a new Certificate of Registration.

Business owner date of birth:

(Council requires your date of birth as it is a reporting requirement by state regulations)

Number of rooms available:

Maximum number of guests:

Have you attached plans of the layout showing the size of all rooms to this application?      Yes      No

## Septic Tank

If your property is not connected to the reticulated sewer then you must apply through Council for a septic tank permit to install/alter for the development. Visit [www.latrobe.vic.gov.au/City/Permits\\_Fines\\_and\\_Local\\_Laws/Septic\\_Tank\\_Permits](http://www.latrobe.vic.gov.au/City/Permits_Fines_and_Local_Laws/Septic_Tank_Permits)

## NEW HAIR AND BEAUTY, AND TATTOOING/PIERCING BUSINESS

**If your business is health, hair and beauty, or tattooing/piercing related business, you will need to register your premises. Complete the information below to register a new beauty, hair, skin penetration or tattoo related business.**

Registration of your business applies until 31 December of each year (new business fees are charged on a pro-rata basis); renewals of registration are issued in October of each year.

*Please note that premises providing only Hairdressing or Low Risk Beauty services may be eligible for ongoing registration that does not require renewal.*

When your application has been received, an environmental health officer will inspect the premise and issue you with inspection report. Upon completion of the inspection, an invoice will be provided for payment of registration (which will include an establishment fee for new premises).

When payment is received and provision of a compliant inspection report completed, you will be sent a new Certificate of Registration.

What is the scope of your business operation?  
(ie salon, home-based, mobile - please include intended hours of operation)

Which services do you plan to offer (select all that apply):

Beauty parlor	Body waxing	Tattooists
Nail treatment (manicure/pedicure)	Piercing	Colonic irrigation
Eyelash and eyebrow tinting	Henna tattoos	Dry needling/acupuncture
Spray tans	Temporary make-up	Face painting
Hair colouring and styling	Cutting hair	Facial waxing
	Body modification	Eyelash extensions

For guidelines regarding infection control, please visit:  
[health.vic.gov.au/infectious-diseases/hair-beauty-tattooing-and-skin-penetration-industries](http://health.vic.gov.au/infectious-diseases/hair-beauty-tattooing-and-skin-penetration-industries)

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**ADDITIONAL PERMITS:  
OUTDOOR DINING, A-FRAME ADVERTISING SIGNS, GOODS ON FOOTPATH PERMITS**

**If you would like to offer outdoor trading at your business, you will need to apply for a permit. Complete the information below to apply to put A-frame signs, tables and chairs and goods on a footpath.**

Which services do you plan to offer (select all that apply):

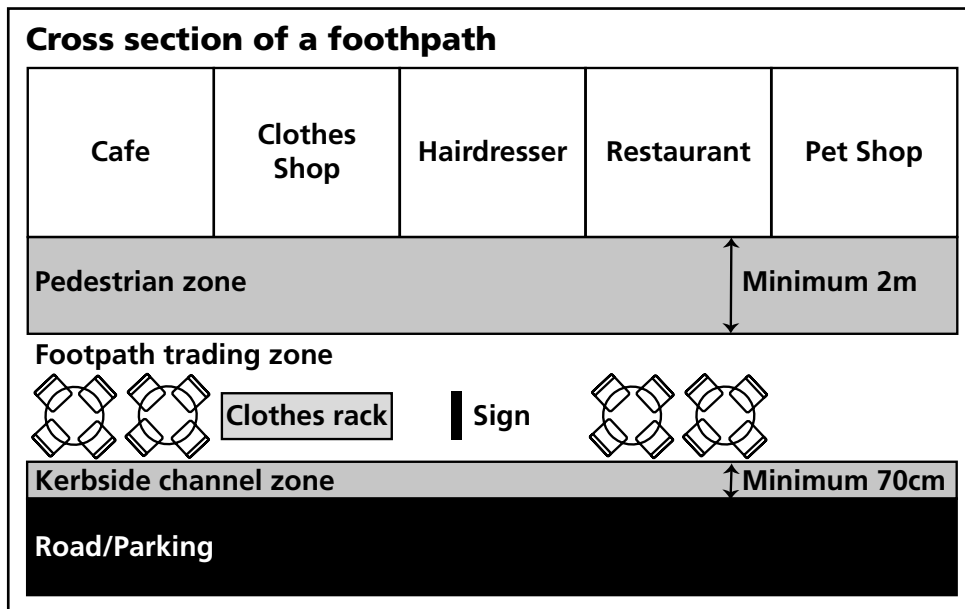
- A-frame sign
- Outdoor dining (small) up to 4 tables and 12 chairs
- Outdoor dining (large) more than 4 tables and 12 chairs
- Goods for display on footpath

A permit will not be issued by Council unless the applicant indemnifies Council against any suit, action, proceeding, judgement, claim, demand, cost, expense, loss or damage for which Council becomes or may become liable in relation to the death or injury to any person or the damage to any property caused by anything authorised by a Permit. By submitting this application for Footpath Trading Permit, the applicant and named business (on page 3 of this form) agrees to this indemnity in full and unconditionally.

The below example site plan is a guide only; applicants should submit their own site plan to ensure they comply with the Footpath Trading Guidelines.

[www.latrobe.vic.gov.au/City/Permits\\_Fines\\_and\\_Local\\_Laws/Footpath\\_Trading\\_Permits](http://www.latrobe.vic.gov.au/City/Permits_Fines_and_Local_Laws/Footpath_Trading_Permits)

The permit holder must review and abide by the full Footpath Trading Guidelines which are available online and at any Latrobe City Service Centre or Library. Failure to do so will result in immediate cancellation of this permit.



**ADDITIONAL PERMITS:  
OUTDOOR DINING, A-FRAME ADVERTISING SIGNS, GOODS ON FOOTPATH PERMITS (CONTINUED)****Outdoor Eating Permit Conditions**

A permit is required to have an outdoor eating facility on any footpath or other part of a road. The outdoor eating facility solely outside the applicant's premises must provide a 2 metre clear accessible path of travel from the property line as shown in the diagram above

Any tables, chairs, umbrellas or other equipment in an outdoor eating facility must be constructed of such material and design as not to cause injury to pedestrians or be moved by wind or to create a hazard to any pedestrian using the footpath.

The permit holder must comply with:

- Any additional conditions imposed by the Traffic Engineer
- Controls listed in Division 1 Section 5 of the Tobacco Act 1987 with respect to outdoor dining areas within the meaning of Section 3F of the Tobacco Act 1987

If alcohol will be consumed, a planning permit is required.

**Permit Application**

Have you read the **Guidelines for Footpath Trading** above and agree to comply with them?

Yes          No

I the applicant recognise that I am responsible for any damage or injury arising from my footpath trading activities

Yes          No

If you have any questions about whether your application complies with the guidelines, phone Local Laws Business Concierge on 1300 367 700.

Have you provided a Current Certificate of Currency for Public Liability Insurance for a minimum of \$10 million with this application (refer to your insurer for any queries)?

*Local Laws footpath trading permit will not be granted without evidence of an in-force Certificate of Currency.*

Yes          No

Please refer to the permit once issued for full terms and conditions. Failure to adhere to said terms and conditions will result in cancellation of permit.