

Business Permit Application

August 2020



Starting, growing or buying a business?

Most small businesses need to apply for certain permits and registrations before they can start trading. This form is intended to be a ‘one-stop shop’ for all small business owners, so you can get all your paperwork out of the way and get down to business.

How to complete this form

You don't need to fill in every section of this form. Just choose the parts that relate to your individual business (see below).

A [Business Permit Application Guidelines document](#) has been created to assist you in completing this form.

1	Applicant details	Must be completed by all applicants.
2	Register a fixed location food business	For businesses and community groups serving food and drink, such as cafes, restaurants and child care centres.
3	Register an accommodation business	For owners wanting to start an accommodation business.
4	Register a hair, beauty or tattooing business	For hairdressers, beauty or tattooing businesses.
5	Transferring a food, accommodation, health or beauty related business	For people purchasing or taking over an existing food, accommodation or beauty business.
6	Footpath trading and activities permit application	For all commercial activity on the footpath, such as selling goods, using signs or outdoor dining areas.
7	Application for a planning permit	To change the current use of any premises or land, carry out building works, add a large or illuminated sign or change service conditions (hours, alcohol service or parking spots).
8	Application for a building permit	For new buildings, alterations and additions to existing buildings (ie shade sails, verandahs, awnings and upgrading facilities for persons with disabilities) or changing the use of an existing building (i.e dwelling to accommodation / health / food related business).

1

Applicant details



Business Permit Support Service

The Business Permit Support 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.



In Person

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



By Email

Send us an email at caseycc@casey.vic.gov.au



By Phone

Call us Monday to Friday, between 8am – 6pm on **03 9705 5200**

How to lodge your application



In Person

Bunjil Place
2 Patrick Northeast Drive,
Narre Warren, 3805

**Cranbourne Park
Shopping Centre**
Shop 156, South Gippsland
Highway, Cranbourne 3977



By Email

Send us an email at caseycc@casey.vic.gov.au



By Mail

PO BOX 1000,
Narre Warren, 3805

This form must be completed by all applicants

You may include two sets of details if you are completing this application on behalf of the business owner.

Applicant Details	1. Business owner(s)/ proprietor	2. Primary contact, if different to listed business owner
Title		
First name(s)		
Surname		
Phone number		
Mobile number		
Email address		

Australian Business Number (ABN)*		<i>*If you have not yet registered your business and trading name, you can submit this information to us at a later time.</i>
Australian Company Number (ACN)*		
Business company name		
Business trading name		
Business trading address		
Business postal address (if different to trading address)		

Number of Employees onsite	_____ Full Time _____ Part Time _____ Casual
Are you the business owner or completing the application on behalf of the owner?	<input type="checkbox"/> Business owner <input type="checkbox"/> On behalf of owner Your role: _____
Have you already engaged with our business concierge*?	<input type="checkbox"/> Yes, with whom? _____ <input type="checkbox"/> No

Declaration		
I declare that that all the information in this application is true and correct and the owner (if not myself) has been advised of this application.		
Print Name:	Signature:	Date:

2

Register a fixed location food business



⚠️ NOTE: Submit a plan of your premises with this application form.

- 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. Please complete this section if you store or prepare food at home for trading use.
- Registration of your business runs until 31 December each calendar year.
- You must read, understand and comply with the Food Safety Standards www.foodstandards.gov.au/Pages/default.aspx
- If your business primarily involves the manufacturing or production of dairy products you will need to register your business with Dairy Food Safety Victoria (dairysafe.vic.gov.au) instead of Council
- If your business primarily involves the manufacturing or production of red meat, poultry or seafood you will need to register your business with PrimeSafe (primesafe.vic.gov.au) instead of Council

Premises type

Food Classes

The type of food that you prepare, and sell will determine your Risk Classification. Your fee will be determined by your Risk Classification and size of premises. Some examples have been provided in the table below.

Please select the appropriate class and premises type for your business.

X	Class	Description	Premises type (but not limited to)	Registration Fee* New business
<input type="checkbox"/>	Class 1	Food being prepared or served exclusively for vulnerable groups.	<input type="checkbox"/> Aged care service <input type="checkbox"/> Hospital <input type="checkbox"/> Child care <input type="checkbox"/> Meals on wheels service	\$1365 for operations with 5 or less staff. An additional fee of \$41.50 for each full time staff (EFT) member over 5 is applicable. Part time and casual staff equals 0.5 (EFT) regardless of hours worked
<input type="checkbox"/>	Class 2	Food premises selling or handling unpackaged high risk food requiring temperature control.	<input type="checkbox"/> Cafés, delis, take-away premises, restaurants <input type="checkbox"/> Home business preparing cakes containing cream, custard and/or raw eggs <input type="checkbox"/> Manufacturer <input type="checkbox"/> Supermarket <input type="checkbox"/> Some sporting clubs <input type="checkbox"/> School Canteen <input type="checkbox"/> Other food business handling unpackaged high risk food	\$1075 for operations with 5 or less staff. An additional fee of \$41.50 for each full time staff (EFT) member over 5 is applicable. Part time and casual staff equals 0.5 (EFT) regardless of hours worked

* Note: A pro-rata fee of 50% will be charged if first registered between 1st July and 31 December.

<input type="checkbox"/>	Class 3	Food premises selling or handling unpackaged low risk food that does not require temperature control and/or pre-packaged food requiring temperature control.	<input type="checkbox"/> Greengrocer that only sells cut fruit, vegetables and/or packaged food <input type="checkbox"/> Home business preparing low risk baked products <input type="checkbox"/> Wholesaler/distributor/importer of food - food is sold to other food businesses. <input type="checkbox"/> Sporting club <input type="checkbox"/> Community group – cooked on site and served immediately - non-profit, all food handlers are volunteers <input type="checkbox"/> Other food business:	\$675 for operations with 5 or less staff. An additional fee of \$41.50 for each full time staff (EFT) member over 5 is applicable. Part time and casual staff equals 0.5 (EFT) regardless of hours worked
<input type="checkbox"/>	Class 4	Food premises selling packaged low risk food or sale of uncut fruit and vegetables as well as sausage sizzles.	<input type="checkbox"/> Pre-packaged low risk food such as confectionery, crisps, frozen ice cream, bottled drinks. For example, newsagents, pharmacies, video stores and some milk bars; or <input type="checkbox"/> The sale to members of the public or the wholesale of whole fruit or vegetables. Full list of Class 4 activities go to: http://www.health.vic.gov.au/foodsafety	Notification only No fee applies (Applications lodged online through streatrader.health.vic.gov.au)

Premises details

Outdoor Dining Area? <i>If yes, complete Section 7 of this form</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sale of Tobacco Products	<input type="checkbox"/> Yes	Tobacco vending machine <input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> No	
Liquor License <i>If yes, please complete section 7 of this form (Town Planning)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> On Premises License <input type="checkbox"/> General License
	<input type="checkbox"/> No	
Do you sell food from a vehicle	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If so what are you selling?		
If so what are your vehicle registration details and make and model of car?	Registration: _____ Make: _____ Model: _____	

Class 1 & 2 premises only

Food Safety Supervisor

A Food Safety Supervisor (FSS) is a person in your business who is responsible for food safety, hygiene and staff training and must be authorised to supervise other food handling staff. A FSS must hold a certificate of attainment in the relevant food industry. To find out more, see information about Food Safety Supervisors on the DHHS website <http://bit.ly/food-safety-supervisors>

Food Safety Supervisor Name	
-----------------------------	--

Food Safety Program

A Food Safety Program (FSP) is a document in your business, which outlines food safety and hygiene requirements. The Food Safety Program is required to be kept at the premises to which they relate. A copy of the Department of Health and Human Services (DHHS) Food Safety Program Template can be downloaded from <http://bit.ly/program-templates-class-2>

Food Safety Program <i>Tick the relevant FSP you will be using</i>	
<input type="checkbox"/>	DHHS Class 2 Standard Food Safety Program Template
<input type="checkbox"/>	Other DHHS Food Safety Program – Registered Template Number _____
<input type="checkbox"/>	Non-Standard Food Safety Program (Independent FSP) – Requires annual third party audit and copy of certificate from a registered Food Safety Auditor stating that the Food Safety Program for the premises meets the requirements of Section 19D of the Food Act 1984. https://www2.health.vic.gov.au/about/publications/factsheets/approved-food-safety-auditors
<input type="checkbox"/>	Quality Assurance (QA) Food Safety Program- If so need to attach a copy of the certificate issued by a Food Safety Auditor stating that the program has been developed under a quality assurance system or code.

All Class 1 businesses must have an independent Food Safety Program.

Class 3 premises only

Food Safety Records

Class 3 premises are required to keep minimum records of the food business activities. The proprietor of the class 3 premises must ensure that the required records are kept at the premises to which they relate. Templates can be downloaded from <http://bit.ly/Minimumrecords-templates-class-3>

Trade waste consent

You will need to contact [South East Water](#) on telephone **13 16 94** to determine whether a grease trap is required to be installed at your business and obtain trade waste consent. If required, please consult with Council's Environmental Health Unit to discuss the most suitable location.

Application checklist

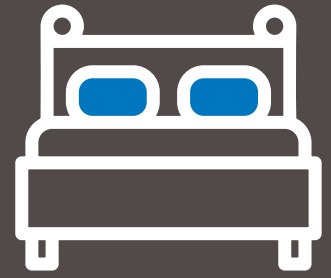
It is imperative that your premises complies with the Food Safety Standards. It will be an advantage to provide plans and specifications of fixtures and finishes so an officer can review and provide you with any advice. This service is free of charge.

Have you provided all the necessary supporting information and documents, including:

<input type="checkbox"/>	Plans for review with this application. <i>Please note: Plans may differ from plans submitted to Town Planning or Building Department</i>
<input type="checkbox"/>	Copy of proposed menu
<input type="checkbox"/>	Copy of the Food Safety Supervisor's certificate (Class 1 & 2 Only)
<input type="checkbox"/>	Copy of Audit Certificates required from Food Safety Auditor

3

Register an accommodation business



NOTE: Submit a plan of your premises with this application form.

Accommodation business registration

Registration of your accommodation business is valid from 1 January - 31 December each calendar year. This requires annual renewal in November for the following year. Once your application has been received with payment it will be allocated to one of the Councils Environmental Health Officers.

If your business will sell food or drinks to guests or the public you also need to complete section 2 of this form (Food Premises)

How many people will your business accommodate?	Please tick your business type.
<input type="checkbox"/> 4-10 persons in rooming house (\$345 fee)	<input type="checkbox"/> Hotel/motel
<input type="checkbox"/> 11-20 persons in rooming house (\$490 fee)	<input type="checkbox"/> Rooming house*
<input type="checkbox"/> 21-30 persons in rooming house (\$730 fee)	<input type="checkbox"/> Hostel
<input type="checkbox"/> 31-40 persons in rooming house(\$975 fee)	<input type="checkbox"/> Student accommodation
<input type="checkbox"/> 41 persons or more in rooming house (\$1300 fee)	<input type="checkbox"/> Holiday camp
<input type="checkbox"/> Prescribed accom general ie: hotel/motel (\$550 fee)	<input type="checkbox"/> Residential accommodation

* The information on this application form may be reported to the Victorian Government to add to the public register of rooming house operators.

How big is your accommodation business?
Number of rooms: _____ Number of guests: _____ Number of beds: _____

Rooming House Requirements Only
Primary Language spoken at the premises (to assist with communication in the future): _____
What is the business owner's date of birth** (if registering as an individual)? Date of birth: _____

**Note: This information is required by Victorian regulation for registration on the Consumer Affairs Public Rooming House Register

Application checklist

Have you provided all the necessary supporting information and documents, including:	
<input type="checkbox"/>	Premises floor plans, drawn to scale of not less than 1:100 with dimensions of each room and number of fixtures ie: shower, basins, toilets.

4

Register a hair, beauty or tattooing business



- For a hair, beauty or tattooing business (including home-based or mobile premises), you will need to complete this section
- Registration of your business is valid from 1 January - 31 December each calendar year. This requires annual renewal in November for the following year, except for businesses offering solely hairdressing and/or temporary make up services which are eligible to apply for an “ongoing” registration.
- You must read, understand and comply with the Public Health and Wellbeing Regulation 2009 <http://bit.ly/PHWB-regulations-2009> and Guidance Notes for fit out for personal care and body art industry premises available at <https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries>
- Low risk premises are not transferable. A new registration application must be completed.
- If your business will sell food or drinks to guests or the public you also need to complete section 2 of this form (Food Premises)

Type of business		Fee range (pro rata)
Low risk		
<input type="checkbox"/>	Hairdresser/barber	\$380 (ongoing registration – no transfer applies)
<input type="checkbox"/>	Makeup – applications of cosmetics that does not involve skin penetration or tattooing	
Medium Risk		
<input type="checkbox"/>	Manicure/pedicure	\$325 (requires annual renewal)
<input type="checkbox"/>	Facial or body treatments	
<input type="checkbox"/>	Foot spa treatments	
<input type="checkbox"/>	Hair removal and ear piercing gun only (electrolysis/IPL/laser/wax/threading)	
High Risk		
<input type="checkbox"/>	Body piercing or other skin penetration procedures	\$410 (requires annual renewal)
<input type="checkbox"/>	Tattooing/removal – includes permanent or semi-permanent makeup or cosmetic tattooing	
<input type="checkbox"/>	Dry needling	
<input type="checkbox"/>	Colonic irrigation	
Other:		To be discussed

Is your business a mobile business? Yes No

Mobile services for medium/ high risk activities are not permitted.

Please attach a detailed plan of your business proposal including equipment storage and cleaning processes.

Application checklist

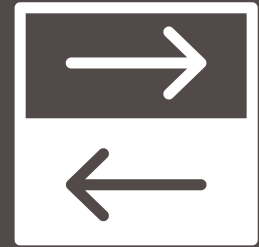
Have you provided all the necessary supporting information and documents, including:

Premises floor plans, drawn to scale and showing every part of the premises including yards and outbuildings.

- 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.


5

Transferring a food, accommodation, health or beauty related business



If you are buying an existing food, accommodation or health/beauty business and transferring, you must complete this section. Both the existing and new proprietors must sign to confirm the transfer.

This section applies to the following types of business	The new owner must also complete the following section:
Food and drink	Register a fixed location food business – Transfer Fee \$400
Accommodation providers	Register an accommodation business – Transfer fee \$300
Beauty or skin penetration	Register a health-related business – Transfer Fee \$300

 *Hairdressing businesses cannot be transferred as they require the proprietor to have a one-off, ongoing registration. A new application for registration is required if the business is to be sold.*

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	Business owner (fill in here)	Business owner (fill in here)
Title		
First name(s)		
Surname		
Current registration number		
Business trading name		

By signing the declaration below, I provide authority and consent for City of Casey Council to disclose business details, information and documents to the applicant, inclusive of information and documentation obtained during the administration of the relevant registration legislation.

Declaration		
Print current business owner name	Signature	Date
Print proposed business owner name	Signature	Date
Proposed settlement date <i>The application to transfer a registration must be submitted 10 business days prior to settlement.</i>		

6

Footpath trading and activities permit application



Note that we may conduct onsite checks to make sure you are complying with the conditions of your permit.

Alfresco dining application

Conditions of use

- Footpath width to be greater than 2900 mm (2.9 metres).
- Alfresco dining must only occur in trading zone directly in front of your business.
- Alfresco dining must not be placed in any of the following exclusion zones
 - a loading zone
 - no stopping zone
 - bus zone
- taxi zone
- adjacent to any red sign zone
- 10 meters from an intersection
- 20 meters from a pedestrian crossing, traffic lights or school crossing, unless approved.
- Alfresco dining areas to be displayed during business operating hours and only up until 1am, unless otherwise approved.
- Permits cover tables, chairs, umbrellas, barriers, heaters and planter boxes.

What sort of application is this (please tick)?

New application fee (\$130)

How many chairs do you have planned for your alfresco dining area?

Number of chairs and tables (\$130 per setting, 4 chairs and 1 table) _____

Please indicate other furniture you wish to include within the alfresco dining area.

NOTE: each item incurs additional \$130

Umbrellas _____	Planter _____	Boxes Gas Heaters (AGA) _____
Barrier Screens _____	Barrier Screens (temporary) _____	
Other (please specify) _____		

Have you attached a detailed site plan at scale 1:100 showing the layout of the proposed footpath activity?

Yes (applications without a detailed site plan will not be considered)

Have you attached photographs or detailed drawings of proposed furniture (if engineering works required)?

Yes No

A-frame application

Conditions of use

- No sign may be displayed in a residential-zoned area.
- Footpath width must be greater than 2900 mm (2.9 metres).
- One sign per business.
- Sign must be placed directly out the front of the business within the trading zone.
- The height of any sign must be greater than 1 metre.
- Maximum sign size must comply with the following street speed zone restrictions:
 - 0–60 km p/h 1200 mm height x 600 mm width
 - 61–80 km p/h 1400mm height x 700mm width
 - Over 81 km p/h 1600mm height x 800mm width
- Inflatable signs, portable electronic signs, illuminated signs, revolving, spinning or flashing signs, flags and banners are not permitted,
- Sign must be displayed during business operating hours only.
- Sign cannot be placed on a road, roundabout or medium strip.
- Approved signs shall not be tied to poles, trees, street furniture or any other City-owned infrastructure.
- Community market signs are regulated by separate conditions (refer to our Footpath and Designated Roads Trading and Activities Policy on our website).

What sort of application is this (please tick)?

New application (\$130 fee)

Note: Total fee is payable on application.

Display goods (for sale) application

Conditions of use

- Footpath width to be greater than 2900 mm (2.9 metres).
- Goods to be placed directly out the front of the business within trading zone.
- Goods displayed not to exceed 1500 mm in height (1.5 metres).
- Goods displayed not to be less than 1 meter in height.
- Goods not to be placed in any of the following exclusion zones
 - a loading zone
 - no stopping zone
 - bus zone
 - taxi zone
 - adjacent to any red sign zone
 - 10 meters from an intersection
 - 20 meters from a pedestrian crossing, traffic lights or school crossing, unless approved.
- Goods to be displayed during business operating hours only.
- White goods and bulky items, such as beds, furniture and cupboards, are not permitted.

What sort of application is this (please tick)?

New application (\$130 fee)

Note: Total fee is payable on application.

Application checklist

Have you provided all the necessary supporting information and documents, including:

Attach a copy of a public liability insurance certificate, with a minimum value of \$10 million.

7

Application for a planning permit



Office use only

Application no:

Date Lodged:

/ /

Please note: Any material submitted with this application, including plans and personal information, will be made available for public viewing, including electronically, and copies may be made for interested parties to enable consideration and review as part of a planning process under the Planning and Environment Act 1987. If you have any questions, please contact our planning department on 9705 5200.



Every question is mandatory in this section.

If there isn't enough space on the form, please attach a separate sheet.

The land

What is the address of the land?

Please complete the street address and one of the formal land descriptions.

Street address:

Unit Name:

Street number:

Street name:

Suburb/Locality:

Postcode:

Formal land description (complete either A or B):

NOTE: This information can be found on the certificate of title

A

Lot number: _____ Lodged plan Title plan Plan of subdivision

Number: _____

OR

B

Crown allotment number: _____ Section number: _____

Parish/Township Name: _____

If this application relates to more than one address, attach a separate sheet setting out any additional property details.

The proposal

For what use, development or other matter do you require a permit?

You must give full details of your proposal and attach the information we need to assess the application. Insufficient or unclear information will delay your application.

What is the estimated cost of the development for which the permit is required?

Estimated cost \$ _____

You may be required to verify this estimate. Insert '0' if no development is proposed.

If the application is for land within metropolitan Melbourne (as defined in section 3 of the *Planning and Environment Act 1987*) and the estimated cost of the development exceeds \$1 million (adjusted annually by CPI) the Metropolitan Planning Levy must be paid to the State Revenue Office and a current levy certificate must be submitted with the application. Visit www.sro.vic.gov.au for information.

Describe how the land is used and developed now.*

For example, vacant, three dwellings, medical centre with two practitioners, licensed restaurant with 80 seats, grazing and so on. Provide a plan of the existing conditions. Photos are also helpful.

Title information

Does the proposal breach, in any way, an encumbrance on title such as a restrictive covenant, section 173 agreement or other obligation such as an easement or building envelope?*

- Yes (please contact us for advice on how to proceed).
 No
 Not applicable (no such encumbrance applies).

Have you provided a full, current copy of the title for each individual parcel of land forming the subject site?

The title includes: the covering 'register search statement', the title diagram and the associated title documents, known as 'instruments', for example, restrictive covenants.

- Yes No

Applicant and owner details

Please provide details of the applicant, contact person and owner of the land.*

Applicant – the person who wants the permit.

Title:	First Name:	Surname:
Organisation (if applicable):		
Postal address:		
Contact phone number:	(BH)	(MOB)
Contact email address:		

Contact person for the application – if required.

- Same as applicant Different to applicant (please complete details below)

Title:	First Name:	Surname:
Organisation (if applicable):		
Postal address:		
Contact phone number:	(BH)	(MOB)
Contact email address:		

Owner – the person or organisation who owns the land.

- Same as applicant Different to applicant (please complete details below)

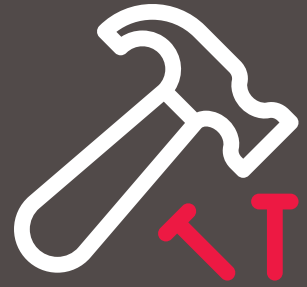
Title:	First Name:	Surname:
Organisation (if applicable):		
Owner's signature (optional):	Date:	

Application checklist

Have you:	
<input type="checkbox"/>	Filled in the form completely?
<input type="checkbox"/>	Paid or included the application fee?
<input type="checkbox"/>	Signed the declaration at the start of the form (in applicant details)?
<input type="checkbox"/>	Completed the relevant planning permit checklist?
Have you provided all the necessary supporting information and documents, including:	
<input type="checkbox"/>	A full, current copy of title info for each individual parcel of land forming the subject site?
<input type="checkbox"/>	A plan of existing conditions?
<input type="checkbox"/>	Plans showing the layout and details of the proposal?
<input type="checkbox"/>	Any other information required by the planning scheme, requested by us or suggested in the council planning permit checklist?
<input type="checkbox"/>	Provided a description of the likely effect of the proposal, such as traffic, noise or environmental impacts, if required.
Has there been a pre-application meeting with a member of our planning team?	
<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<input type="checkbox"/>	With whom? Date of meeting:

8

Application for a building permit



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. City of Casey does not issue Building Permits and you will need to contact a private registered building surveyor to complete an application.

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.

What if my business needs a building permit for change of use?

To assist you in determining if your business requires a building permit for change of use, state the buildings current use and the proposed use. Listed are some typical building uses: dwelling, rooming / boarding house, hostel, office, shop / retail services (incl. home based), commercial storage facility, manufacturing / processing facility, assembly building, aged / health care facility.

Buildings existing Use _____

Buildings proposed Use _____

If the existing and proposed building uses are different, it is likely a Building Permit for change of use will 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).