

Register a fixed food
business including
prescribed accommodation





REGISTERING OR TRANSFERRING A BUSINESS

The following pages have been developed to assist business owners to register new businesses with the City. If you require further assistance, please contact Safe and Healthy Environments on **1300 002 642**. Applications are encouraged to seek planning and building advice prior to applying for registration.

Registering a business

Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 3 - Register a fixed location food business
- Section 4 - Register an accommodation business
- Section 6 - Outdoor Dining, A-Frame and Footpath Trading Permit
(if you wish to also have an A-Frame)

Transferring a business

Prescribed accommodation

Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 2 - Transferring a registration of a business
(must be completed by the current owner)
- Section 4 - Register an accommodation business
- Section 6 - Outdoor Dining, A-Frame and Footpath Trading Permit
(if business also has an A-Frame)

LODGING YOUR APPLICATION

By email

Safe and Healthy Environments:
health@bendigo.vic.gov.au

OR

Business Help Desk:
bhd@bendigo.vic.gov.au

In person

City of Greater Bendigo
15 Hopetoun Street
Bendigo Victoria
Office hours: 8.30am – 5pm, Monday to Friday

By mail

Business Help Desk
City of Greater Bendigo
PO Box 733
BENDIGO 3552

Payment method/s:

BPAY

BPAY payment options will be listed on your invoice when your application is lodged with the City.

ONLINE PAYMENTS

Online payment options will be listed on your invoice when your application is lodged with the City.

By mail

Return with a cheque or money order to;

Business Help Desk
City of Greater Bendigo
PO Box 733
BENDIGO 3552

Disclaimer; The City of Greater Bendigo will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the information Privacy Act 2001 (Vic) and City of Greater Bendigo Privacy Policy.

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

To make a business application with the City of Greater Bendigo, you must submit your personal details, the details of your business and your signature. If you only wish to apply for a Planning Permit, you do not need to complete this form.

! Please note - applications cannot be processed unless completed in full

Are you purchasing this business from the current Food Act 1984 registration holder for this premises?

Complete section A or B

SECTION A - Required for businesses who wish to operate under a company name

Company name:

ACN (Australian company number):

Company mailing address:

Company email: Phone number:

OR

SECTION B - Required for businesses operating as a sole trader or a partnership

Licensee/Proprietor details

1. Licensee/Proprietor

2. Licensee/Proprietor

Surname:

.....

First name (s):

.....

Licensee mailing address:

.....

.....

.....

Phone number (s):

.....

Email:

.....

Contact person at business (in regards to business enquires/inspections)

1. Contact person details

2. Contact person details

Surname:

.....

First name (s):

.....

Address:

.....

Phone number (s):

.....

Email:

.....

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

! Please note - applications cannot be processed unless completed in full

Business information

Business trading name:

Business trading address:

Business phone number/s:

Business email address:

ABN (optional):

Type of business:

(eg. Café, Hairdresser, Hotel, Bakery)

Proposed business opening date:

(Approval time frames may impact on the opening of your business.)

Trading hours of business:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM:	AM:	AM:	AM:	AM:	AM:	AM:
PM:	PM:	PM:	PM:	PM:	PM:	PM:

DECLARATION OF PROPOSED LICENSEE/PROPRIETOR

I understand and acknowledge:

- That the information provided in this application is true and complete to the best of my knowledge.
- This initial registration may be less than 12 months.
- That other authorities may be notified of this application.

Print name (s): Date:

If signing on behalf of a company, please specify your position:

Signature (s):

Print name (s): Date:

If signing on behalf of a company, please specify your position:

Signature (s):

SECTION 2 - TRANSFERRING A REGISTRATION OF A BUSINESS

If you are buying an existing accommodation business and transferring the registration of that business to you as the new proprietor, the proprietor selling the business must complete this page to confirm that transfer.

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.

! Please note - applications cannot be processed unless completed in full

Current Licensee/Proprietor details

1. Current Licensee/Proprietor

2. Current Licensee/Proprietor

Company name if applicable:

Surname:

First name(s):

Current licence number/s:

Current business trading name:

Current business phone contact:

Current business email:

DECLARATION OF CURRENT LICENSEE/PROPRIETOR

Print name (s): Date:
current Licensee/Proprietor

If signing on behalf of a company, please specify your position:

Signature (s):

Print name (s): Date:
current Licensee/Proprietor

If signing on behalf of a company, please specify your position:

Signature (s):

Proposed business settlement date:

The application to transfer a registration MUST be submitted 15 business days prior to settlement. A Certificate of Transfer of Registration will be issued once proof of settlement has been received in writing.

SECTION 3 – REGISTER A FIXED LOCATION FOOD BUSINESS

Registration of your business applies until June 30 of each financial year. Once your application has been received with payment it will be allocated to an Environmental Health Officer to assess. Reduced fees may apply to applications lodged after June 1.

Temporary / mobile food businesses must register via STREATRADER using the following link
<https://streatrader.health.vic.gov.au/>

! *Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at health@bendigo.vic.gov.au*

APPLICATION FEES

New \$367 - There is a one-off fee for all new applications.

OR

Class 4 \$0 - Low risk packaged foods

ANNUAL FOOD CLASS FEES

Please contact Safe and Healthy Environments Unit on 1300 002 642 if you require further information on your classification.

	Food class	Annual fee	Description of premises	Examples include (but not limited to):
<input type="checkbox"/>	Class 1	\$841 - \$1,345	Serving potentially high-risk food to vulnerable groups	<ul style="list-style-type: none"> Hospitals, childcare centres and aged care services, or any organisation that prepares foods for vulnerable groups
<input type="checkbox"/>	Class 2	\$336 - \$1,345	Handling potentially high-risk unpackaged food such as cafes and restaurants e.g. cooked and uncooked meat, dairy (cream or cheese) and seafood etc.	<ul style="list-style-type: none"> Restaurants, bars, bed and breakfasts, cafes, mobile food vehicles or food carts bakeries handling low-risk food and serving potentially hazardous food such as custards, cream cakes and meat products Canteens preparing and serving food (located in schools, workplaces, sporting clubs, universities or TAFEs, drug and alcohol rehabilitation centres)
<input type="checkbox"/>	Class 3 and Class 3A	\$168 - \$336	Handling unpackaged low-risk food or high risk pre-packaged food and warehouses and distributors.	<ul style="list-style-type: none"> 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 Accommodation: Prep/cook/serve immediately to customer
<input type="checkbox"/>	Class 4	\$0	Very low risk activities such as the sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables, and fundraising activities.	<ul style="list-style-type: none"> Some vending machines Community groups/fundraising groups such as food stalls, selling biscuits, tea or coffee, and packaged or covered cakes (other than cakes with a cream filling) Pre-packaged food such as jams and honey (not offering samples) Sausages that are cooked and served immediately

Note: The City recommends you submit a layout plan of your premises, including all fixtures, fittings and equipment to better assist us in assessing your proposal, and to determine compliance with food regulations and your business classification. An Environmental Health Officer will contact you if more information is required.

SECTION 3 – REGISTER A FIXED LOCATION FOOD BUSINESS

 Please note - applications cannot be processed unless completed in full

What type of food or drinks will you sell?

What type of water supply is available?

- Mains
 Private

What type of wastewater supply is available?

- Sewerage
 Septic System (onsite)

Does your business intend to do the following activities?

- Sell tobacco products
 Sell alcohol
 Provide outdoor dining *also complete Form 6 if on public land*
 Advertise on the footpath (a frame sign / feather banner) *also complete Form 6*

ADDITIONAL FOOD INFORMATION - REQUIRED FOR CLASS 1 AND 2 FOOD BUSINESSES ONLY (CLASS 3 AND 4 BUSINESS GO TO NEXT PAGE)

What type of food safety program do you have?

- Standard Food Safety Program – FoodSmart Template (10)
 Standard Food Safety Program – Class 2 Retail and Food Safety Business (10)
 Standard Food Safety Program – Non Standard Template (11)
 Independent/Proprietary Food Safety Program (12)
 Quality Assurance Food Safety Template (13)

All Class 1 and 2 businesses must have a FSS.

Full name of FSS:

FSS Address:

(Cannot be the business trading address)

FSS Phone Number:

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

SECTION 4 – REGISTER AN ACCOMMODATION BUSINESS

Registration of your business applies until June 30 of each financial year. Once your application has been received with payment it will be allocated to an Environmental Health Officer to assess. Reduced fees may apply to applications lodged after June 1.

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APPLICATION FEES

New \$367 - There is a one-off fee for all new applications

OR

Transfer \$367

ANNUAL REGISTRATION FEES

The table below sets out which accommodation businesses need to apply.

Rate	Description – please select the services you intend to provide	
\$367	<input type="checkbox"/> Bed & breakfast	<input type="checkbox"/> Lodge
	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Hostel
	<input type="checkbox"/> Guest house	<input type="checkbox"/> Resort
	<input type="checkbox"/> Hotel	<input type="checkbox"/> Student dormitory
	<input type="checkbox"/> Motel	<input type="checkbox"/> Holiday camp

ADDITIONAL INFORMATION REQUIRED

Licensee's date of birth: Number of rooms available:

Maximum number of guests:

You may need to obtain a Planning Permit from the City and a Building Permit from a private building surveyor if you will make structural changes to the building or change the use of the land on which the building is located.

SECTION 6 - OUTDOOR DINING, A-FRAME AND FOOTPATH TRADING PERMITS

If you would like to place an A-frame (sandwich board), goods or decorative items (e.g. pot plants, information stands), or tables and chairs on the footpath, you will need to apply for a permit from the City.

* Advertising sign specification is maximum 1.0m high and maximum 0.7m wide

To receive a permit to place any of these items on the footpath, you must comply with the requirements set out in the *Outdoor dining and Street Trading Code of practice* (the Code of Practice) and *Guidelines: Outdoor street trading code of practice* can be found on the city of Greater Bendigo's website www.bendigo.vic.gov.au

! *Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at health@bendigo.vic.gov.au*

PERMIT FOR A-FRAMES, DECORATIVE ITEMS AND FOOTPATH TRADING

- I confirm I have read the Code of Practice and Guidelines and I agree to comply with the requirements.
- I confirm I have submitted a Current Certificate of Currency for Public Liability Insurance for a minimum of \$10 million with this application.

A-frame and footpath trading permits are valid until June 30 of each financial year. Reduced fees may apply to applications lodged after June 1.

APPLICATION FEES

- New \$81 - There is a one-off fee for all new applications.

ANNUAL FEES

Item		
A-frame (sandwich board advertising sign)	<input type="checkbox"/> 1 sign	\$69
	<input type="checkbox"/> 2 signs	\$143
	<input type="checkbox"/> 3 signs	\$312
Goods on footpath	<input type="checkbox"/> CBD	\$329
	<input type="checkbox"/> Non CBD	\$181
Decorative items (e.g. pot plants and information stands)	<input type="checkbox"/> CBD	\$136
	<input type="checkbox"/> Non CBD	\$80

SECTION 6 - OUTDOOR DINING, A-FRAME AND FOOTPATH TRADING PERMITS

! Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at health@bendigo.vic.gov.au

PERMIT FOR OUTDOOR DINING (TABLES, CHAIRS AND BALUSTRADES)

To apply for an outdoor dining permit, you must complete the following:

- Complete this application form and provide proof of current Certificate of Currency for Public Liability Insurance (for a minimum of \$10M)

If no works are required, your permit will be issued shortly after payment is received.

If works are required – for example, the installation of bluestone paving or removable barriers

We require you to use one of the City's approved contractors to complete the works, and complete the following steps.

1. Meet with a Business Help Desk officer and our engineering staff on site to draw up plans of where the installation is required and how you would like it to look. You will then receive a copy of this plan by email or post.
2. Take your plan to one of our preferred contractors, who will discuss any technical compliance questions with the City's engineering staff on your behalf.
3. Once the works are complete, the contractor will notify the City, who will issue an invoice for payment.
4. Once payment is received, you will receive your permit in the post.

I confirm I have read the guidelines and Code of Practice and I agree to comply with them

I confirm I have submitted a current Certificate of Currency for Public Liability Insurance for a minimum of \$10M with this application

APPLICATION FEES

New \$81- There is a one-off fee for all new applications.

ANNUAL FEES

Outdoor dining permits are valid until June 30 of each financial year, after which you will receive an annual renewal letter. Reduced fees apply to applications lodged after June 1.

Item		Rate (\$)	Number of Chairs / Tables
Chairs (cost per item)	CBD	\$65 (per chair/seated person)	
	Non CBD	\$53 (per chair/seated person)	