

Business Approvals Application Guide

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Introduction

Business approval application forms



Most small businesses require registrations or permits from their council. You must complete the Business Approvals Application Form to begin the approval process for your business or community group by applying for the various permits and registrations.

You may need approval from Latrobe City Council if you wish to:

- sell food and beverages (including liquor) to be consumed either at your business or elsewhere
- run a personal care or body art business
- provide accommodation or operate a rooming house
- alter or construct a building
- place items or operate your business on public land
- promote your business with the use of signage
- use land in a different way to its current use

Have you spoken with our Business Approvals Officer?

Latrobe City Council's Business Approvals Officer is here to help start-up businesses and existing businesses to navigate through permits and registrations required by Council. A meeting with the Business Approvals Officer and experts from Council will help you understand which permits or registrations you will likely require.

To complete this application form correctly, you will need to know which permits and registrations your business needs.

To speak with the Business Approvals Officer, please call 03 5128 5789; alternatively you can email businessapprovals@latrobe.vic.gov.au and arrange an appointment. The Business Approvals Officer can also help you with supports, growing your business and building links with organisations that can assist.

Additional information

It is likely you will need to attach relevant information to this application form when submitting the form. Examples are layout or site plans or a food safety supervisor certificate.

To download a copy of the editable PDF Business Approvals Application form please visit:

www.latrobe.vic.gov.au/StartingABusiness

We strongly encourage all applicants to speak to the Business Approvals Officer and arrange a pre application meeting before completing the application form. This will save you time and helps us get your permits and registrations completed sooner.

How to lodge your application

By email	In person	By mail
Business Approvals Officer businessapprovals@latrobe.vic.gov.au	Business Approvals Officer Address: 141 Commercial Road Morwell Office hours: 8.30am – 5.15pm OR At any Latrobe City Council service centre or library marked “Attention Business Approvals Officer”	Return your application and information to; Business Approvals Officer Address: PO BOX 264 Morwell 3840 Office hours: 8.30am-5.15pm

After you submit your application

You will be contacted by the Business Approvals Officer representative to discuss the next steps of the business approval process.

Fee payment

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

1 Applicant details

Please include details about yourself and your business in this form.

A brief description of some details required and links to further information are found below.

Detail	Information
Business Owner(s) and Primary Contact	Your business may have more than one owner so please include the details of all business owners under (1). You must also provide contact details of the primary contact for this application if this differs from the business owner (such as planning consultant, builder, food consultant).
ABN	An ABN is an Australian Business Number. You can obtain an ABN from the Australian Business Register - https://abr.gov.au/For-Business,-Super-funds---Charities/ABN-explained/
ACN	An ACN is an Australian Company Name. You can register for an ACN through the Australian Securities and Investments Commission - http://asic.gov.au/start-a-company If you are unsure if you need to register as a company, please read more information on ASIC's website – http://asic.gov.au/for-business/your-business/your-business-structure/
Business trading name	You can register your business name through the Australian Securities and Investments Commission - http://asic.gov.au/for-business/registering-a-business-name/ Please provide your chosen business trading name. This will be included on any registration certificates issued by Council. If you are unsure of your business trading name, please fill in the box, 'to be provided' and notify Council once determined.
Business postal address	Please provide a postal address that is the best location for any written correspondence to be sent.
Email address	Where possible, Council will contact you by email. It is part of our commitment to keeping timeframes to a minimum and protecting our environment. Please choose an email address for your business that can be accessed by all persons that may need it, particularly if staff may be absent. If you would like to also nominate another person to receive email correspondence, please include their contact email as well e.g., Manager, Consultant, Builder, Architect etc.
Declaration	Please ensure this section is signed. <ul style="list-style-type: none"> If you are applying as a Company, it is important that a Company Director signs this form. If you are applying as a partnership, it is important that all parties sign this form. Another person cannot sign on behalf of an applicant. Please note that the information you provide in your application may be reported to other State Government of Victoria authorities in accordance with the relevant Acts.

Applicant profile

Business support

Help us understand your business by providing details about your experience and your business. Complete the optional information below to help us learn more about you and your business to help us support you.

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/getting-up-a-business/how-to-start-a-business/write-a-business-plan

Your business experience (previous businesses, career experience):

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

List other people responsible for the business (directors, business partner, family, friend):

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

Proposed open for business date:

Assistance

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

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By completing the business support section, you can help us learn more about you, your experience and your business. Providing this information will help us refer and provide the support you and your business need.

Brief explanations of why you might want to submit certain information are found below.

Detail	Explanation
Type of business	Provides us with possible areas of Council which may need to assist you in your application
Do you have a business plan?	Helps Council direct you to possible other areas of support in getting your business started.
Previous business experience	Responding to this question will help Council better understand your experience in running businesses so we can tailor the right level of assistance to support you.
Supports you may have	Listing the supports who will help you through this process will ensure we include them in the process of gathering the right information to support your application. Council's Business Approvals Officer can also link you with supports to help your business to build strong foundations.
Other people responsible for your business	This information will help Council understand who else might need to be informed during your business approval process.
Type of costs you will or have already committed to	This information will help Council better understand the pressures you are under while undertaking this often complex process. It can also help the Business Approvals Officer to discuss risks involved in leasing and purchasing prior to submitting your application.
Commitments you have made / expected date to open business	This section informs Council staff on timeframes you may have committed to or wish to commit to. The Business Approvals Officer can discuss how these timeframes fit into your approvals journey, so you can develop an understanding of how long the permit process will take in relation to the commitments you have made.
What are your preferred methods of contact?	Council will try to ensure you are contacted by the method you have chosen, on the days you are available. This can be affected by staff availability, however if we cannot contact you by phone, we will send a follow up email with information to discuss.
Is there anything else you need from us or assistance we can provide you?	Anything you provide in this section will be used by Business Approvals Officer to provide you with business support or permit assistance.

2 Apply for a planning permit

Are 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

If you have selected any of the above you may need a planning permit to operate your business. Complete the Planning permits section below.

Planning permits

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.

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?

Planning permit type:

New application

Amendment to existing application: planning permit no:

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

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A planning permit is a legal document setting out the conditions that apply to the development and/or use of land and may include a set of plans. You can read more information on our website:

All applications at a fixed business address must complete and sign this section. If after reviewing your proposal a Planning permit is not required, you will not be charged a fee.

Please include the following with your application:

- a full, current copy of the land title (dated within 3 months)
- a set of plans drawn to scale, including site plan, elevations and floor plan, leasable floor area, signage etc.
- a brief explanation of what you want to do with the land, including any development, opening hours, number of staff, number of patrons, type of liquor licence etc.

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 buildings/area.
- 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 licence (see V/Club website: www.vclub.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.

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The Business Approvals Officer can assist you to determine the extent of above information required for your application. Please note, depending on the nature of the proposal, additional information may be required.

If the fee is not paid at the time Council's receives the application, Council will send you an invoice for payment. Planning fees are calculated on the estimated cost of the works. If you would like the costing for the application fee, contact the Business Approvals Officer.

If after reviewing your proposal, a Planning permit is not required, you will not be charged a fee.

Please see the below explanations to help you complete this application form.

Detail	Information
Copy of Title	A title is your written deed that shows ownership of land. You can obtain a copy of your title online from the State Government's titles office, Landata Victoria (available here: https://www.landata.vic.gov.au/). Please note, fees apply through Landata and a copy of the lease is not a sufficient substitute for the title. You will need to know the exact address of the property or other land.
Applicant	The applicant for a planning permit doesn't need to be the owner of the property. However, the owner must be notified of the application as part of the declaration.
Owner of Land	The owner of the land is the person or entity listed as owner on the title. If the applicant is not the owner of the land, the current owner of the land must be notified of the permit application.
Amendment to existing planning permit	If a planning permit has previously been issued for a use or development, you can apply to amend the plans that were endorsed, if changes have been made. The final, endorsed plans must match the development you go ahead with.
VicSmart	<p>VicSmart is a planning permit process that allows councils to assess and make decisions on minor planning permit applications quicker. VicSmart has a number of advantages, such as:</p> <ul style="list-style-type: none"> ▪ Simplified application processing ▪ No advertising of applications ▪ Information to be submitted is pre-set ▪ Decisions are (generally) made within 10 business days <p>Example planning applications which may fall under VicSmart assessment include:</p> <ul style="list-style-type: none"> ▪ Minor buildings and works in a heritage overlay. This may include external painting. ▪ Small advertising signs. ▪ Reduction of car parking requirements – some developments require several parking spaces. If the number of parking spaces cannot be provided on the site, you may still receive a permit, however, you would have to apply for a reduction or waiver of the parking requirements. <p>In some cases where car parking can't be provided on or around the site, a fee contribution towards car parking may be required.</p> <ul style="list-style-type: none"> ▪ Construct a building or works of a smaller scale. <p>There are a number of checklists available on the following weblink to assist you in gathering information to submit with your VicSmart application. https://www.planning.vic.gov.au/planning-permit-applications/vicsmart</p>
Estimated Cost of Development	Please provide an estimated cost of the development. It does not include those costs of development not being applied for in this permit application. You may be asked to verify the cost.
Description of Proposal	Please describe in one sentence how you will use or develop the land as a result of your proposal (e.g. Use of land to sell or consume liquor, advertising signage).

Detail	Information
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Heritage	<p>Heritage properties have certain restrictions on them to protect and preserve the history of the site. Restrictions might affect what you would like to do to the inside and outside of your business.</p> <p>You can also check if your property is listed with Heritage Victoria by searching on the Victorian Heritage Database - https://www.heritage.vic.gov.au/about-heritage-in-victoria/victorian-heritage-database</p> <p>Council's Heritage Advisor can provide advice on any external building works, extension or painting you wish to undertake on a heritage building. Alternatively, you can contact the Business Help Desk for assistance.</p>
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Liquor Licenses	You may need permission from Latrobe City Council if you intend on serving alcohol at your business.
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Red Line	You may be asked to define a "red line area", which is the area on your site plan where you propose to serve alcohol.
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Signage	There are a number of requirements to understand around signage and advertising. You can read about these requirements in Council's Planning Scheme.
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Pre-application meetings	It is recommended you meet with the Business Approvals Officer, who can organise a joint meeting with the various Council units involved in assessing your application. It is not a requirement to have a pre-application meeting with Planning, but is encouraged to avoid delays.
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3 Transferring a food, accommodation or health business

Buying a food, accommodation, hair and beauty or tattoo/piercing business

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

Transfer the registration

Council must undertake an inspection before a transfer can be processed. When your application and payment has been received, an environmental health officer will inspect the premise and issue you with inspection report and you will be sent a new Certificate of Registration. During the inspection, we will request written consent from the current business owner to allow us to give a copy of the inspection report to you. Unless consent is provided, a copy of the transfer inspection report cannot be given to you.

Proposed settlement date:

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

Current business owner details

Title: Mr Mrs Miss Ms Other:

First name:

Surname:

Current registration number:

Business trading name:

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Only complete this form if you are buying an existing food, accommodation or health-related business and transferring the council's environmental health registration of that business to your new business. The form must be completed by the previous business owner to confirm the transfer of registration and provides us permission to send you a copy of the transfer inspection report.

This application is to transfer council related registrations. It does not refer to a transfer of business registration number or business name.

The following health-related registration types may be transferred:

- Food Act Registration
- Personal Care and Body Art Registration (except low risk On-going registrations)
- Accommodation Registration including caravan parks

It must be completed by the current business owner (not the purchaser). By completing and signing this form, it allows Council to release information about the state of the premises and other confidential details to the new business owner if necessary. It also provides Council the opportunity to check that the current business owner is willing to transfer their registration to a new business owner.

1. Check if the food/health business has a current registration with Council by asking the current business owner or Council. Please note that Council cannot transfer a registration which isn't current.
2. Request a transfer assessment of the business to be undertaken by Council to ensure the business that you are buying is compliant with appropriate standards and to assist with settlement. An assessment report will be provided to you and the current proprietor and detail any works that must be completed along with relevant timeframes. This assessment report will outline any outstanding works required to be completed.

Please see the below explanations for further information:

Detail	Information
Pre-purchase inspection	The new buyer may also request a pre-purchase inspection of your business.
Proposed settlement date	Please provide the proposed date of settlement on the form. This will provide Council with a guide of when the transfer will occur and assist in conducting a pre-purchase inspection of your business if required by the transferee before settlement. It is important to note that a settlement and a transfer of registration are two independent processes and are not required for one or the other to occur.
Transfer Inspection	A transfer inspection will be conducted with the new proprietor once settlement has occurred. Only then will Council be satisfied that the legislative requirements of the new proprietor have been met.

4 Register a fixed-location food business

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 and payment has been received, an environmental health officer will inspect the premise and issue you with inspection report and 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 and Human Services' 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 or PrimeSafe instead of Council.

Business type: Cafe Restaurant Bar Manufacturer
 Other (please specify): _____

Food safety supervisor

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

Find out more about Food Safety Supervisors search 'Food safety supervisor' on the Vic Health website: www2.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

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/septic-tank

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You must complete this application form if you intend to operate a food/beverage, health or accommodation business from a fixed-location premises (e.g. permanent location) in Latrobe City Council. This also applies to Community groups and not for profit groups. You can find useful information at: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/starting-a-food-business/starting-a-food-business-what-to-know>

Council recommends you discuss your proposed layout of the premises, including types of fixtures, fittings and equipment to better assist us in assessing your proposal, and to determine compliance with the relevant regulations and your business needs.

Food businesses wishing to operate a:

- Mobile food business
- Temporary food stall
- Water transport vehicle
- Food vending machine

will require registration and/or notification via the Department of Health and Human Services' website, *Streatrader*. www.streatrader.com.au. This registration will then be assessed and processed by Council.

Meat, poultry, seafood and dairy businesses

Some businesses do not need to obtain a food registration from Council. If your food business mainly handles meat, poultry, seafood or dairy, you will need to register with another authority. However, you may still need planning or building permits.

Meat, poultry and seafood

If you sell, produce, transport, store or prepare mainly meat, poultry or seafood, you will need to register with PrimeSafe. Example businesses might include butchers, pet food butchers, seafood manufacturers and seafood shops. Register with PrimeSafe through their website www.primesafe.vic.gov.au or phone 03 9685 7333.

Dairy

If you sell, produce, transport, store or prepare mainly dairy, you will need to register with Dairy Food Safety Victoria. Example businesses might include milk manufacturers, farmers, dairy distributors and dairy carriers (dairy transport vehicles). Register with Dairy Safe through their website www.dairysafe.vic.gov.au or phone 03 9810 5900.

Detail	Information
Community Groups	<p>A community group is a (i) Not-for-profit body or (ii) person or unincorporated group of persons undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or for a not-for-profit body.</p> <p>Community groups are also classified as a food business. Examples of a community group might include canteens on sporting grounds, fundraising cake stalls, sausage sizzles and school fairs where food and drinks are sold. Community Groups can contact an Environmental Health Officer to understand which classification they fall under.</p>
New Business Information Kit	<p>Council's New Business Information Kit http://www.latrobe.vic.gov.au/Business_and_Investment/Support_for_Business/Support_and_Resources can assist you with:</p> <ul style="list-style-type: none"> • Health premise registration process • Determining what food business classification your business will be. Class 1, 2, 3 or 4. • Information about Food Safety Programs • Information about Food Safety Supervisor training • Construction guidelines for a food business
Food classes	<p>You will need to understand what food classification your business falls into.</p> <p>Food business classifications are determined by the Department of Health and Human Services, using their food business classification schedule. Some classifications are already set.</p> <p>If you are unsure which classification applies to your business, follow this link to the Department of Health to understand which classification applies to you – https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification</p>
Food Safety Program	<p>A Food Safety Program (FSP) is a written plan that shows what your business will do to ensure the food it sells is safe to eat. A food safety program is required for Class 1 and 2 food businesses and can be downloaded for free or independently developed for your food business. Council will confirm which FSP is required for your business. https://www2.health.vic.gov.au/public-health/food-safety</p>
Food Safety Supervisor	<p>Food businesses with a Class 1 or 2 classification must nominate a Food Safety Supervisor for the business. This person's role is to be able to recognise, prevent and alleviate hazards associated with the handling of food. For further information and training requirements https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge</p> <p>Class 3 and 4 food businesses are not required to have Food Safety Program (FSP) or Food Safety Supervisor (FSS). However, some Class 3 businesses will need to maintain minimum records. Council will confirm if you need to maintain records for your type of business.</p>
Construction and Fit-out Standards	<p>For further information on the construction and fit-out requirements of your proposed food business, please use the 'New Business Information Kit'. You can also find more information in Chapter 3 of the Australia New Zealand Food Standards Code; https://www.legislation.gov.au/Series/F2008B00577</p>
Trade Waste Consent	<p>Please contact Gippsland Water to determine whether your business needs a grease trap and how to obtain trade waste consent for your business. For further information phone 1800 050 500 to determine whether a grease trap is required to be installed at your business and obtain trade waste consent. Refer to our application guide and here: https://www.gippswater.com.au/commercial/general-information/commercial-trade-waste</p> <p>Note: that 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.</p>

5 Register an Accommodation or Caravan Park business

New accommodation 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.

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 and payment has been received, an environmental health officer will inspect the premise and issue you with inspection report and 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 articulated sewer then you must apply through Council for a septic tank permit to install/alter for the development. Visit www.latrobe.vic.gov.au/septic-tank

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If you wish to offer accommodation for a fee, you may need to register with Council.

The Public Health and Wellbeing Act 2008 requires that the following classes of accommodation premises must be registered with Council where there are four or more occupants:

- Residential accommodation
- Hotels & Motels
- Hostels
- Student dormitories
- Holiday camps
- Rooming houses

You can also access more information in the [Prescribed Standards for Accommodation Facilities in the Public Health and Wellbeing Regulations 2009](#)

Rooming House Operator Licence

There are other regulations that relate to operating a rooming house that are enforced by Consumer Affairs Victoria (CAV). To operate a Rooming House,

you must obtain a licence from CAV. For a guide to these regulations click on the link, <https://www.consumer.vic.gov.au/licensing-and-registration/rooming-house-operators>

Caravan Park

You may also be planning to start up a caravan park operation. A “caravan park” means an area of land on which movable dwellings are situated for occupation on payment of consideration, whether or not immovable dwellings are also situated there. A caravan park includes the more traditional caravan park tourism developments but can also be establishments that offer retirement or over 55s housing developments where the moveable dwellings (cabins) are located.

When completing your Business Approvals Application form the following items must be submitted with the application

- A plan of the caravan park clearly indicating the location and number of all buildings and facilities, roads and paths, all long term sites, short term sites and camp sites; and
 - Report prepared by the relevant fire authority outlining any works to be implemented as part of constructing a new caravan park in relation to the type and location of any fire fighting services for the caravan park; and
 - For existing caravan parks a schedule of works required to meet the relevant fire fighting authority for the caravan park, if any, and evidence of the status of compliance with the schedule of works; and
 - A emergency management plan for the caravan park;
- *Note that registration of a caravan park is renewed on a three yearly basis*

Please see the below definitions to assist:

Detail	Information
Rooming House	A rooming house is a building that has rooms available for individual rent where accommodation is offered to 4 or more people. Other regulations relate to operating a rooming house and are enforced by Consumer Affairs Victoria. For a guide to these regulations please click on the link: https://www.consumer.vic.gov.au/licensing-and-registration/rooming-house-operators . Please note that information you provide on this form may be reported to State Government to add to the public register of rooming house operators.
Maximum Capacity	Council will rely on information about your number of rooms and number of maximum guests to assign the necessary resources to maintain your registration.
Date of Birth	It is required by state regulation that applicants provide their date of birth.
Movable dwelling	A dwelling that is designed to be movable, but does not include a dwelling that cannot be situated at and removed from a place within 24 hours. This includes, but is not limited to, caravans, unregistrable movable dwellings (UMDs), annexes and tents. Residential Tenancies Act 1997 and the Residential Tenancies (Caravan Parks and Movable Dwellings Registration and Standards) Regulations 2010.
Schedule of works	A written agreement between a caravan park owner and council which specifies certain works to be undertaken by a caravan park owner and a timeframe for those works.

If you are changing the use of a building to provide your accommodation business, you may need building and/or planning permits for the works. Please contact the Business Approvals Officer for further information.

Note: That 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. Information to provide when registering the caravan park to determine the facilities needed for the site.

Number of sites:			
Long stay sites (> 30 days)	Powered		Cabin Sites
	Unpowered		
Short stay sites (< 30 days)	Powered		Amenity buildings
	Unpowered		
Camp Sites	Powered		Other: _____
	Unpowered		

Amenities:			
Maximum number of occupants		Total number of showers	
Total number of toilets		Total number of baths	
Total number of urinals		Total number of washbasins	
Total number of washing machines		Total number of laundry troughs	

6 Register a Health, Hair, Beauty or tattooing/piercing business

New health, 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 health, beauty or hair 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.

When your application and payment has been received, an environmental health officer will inspect the premise and issue you with inspection report and you will be sent a new Certificate of Registration which services you plan to offer (select all that apply):

<input type="checkbox"/> Beauty parlour	<input type="checkbox"/> Body waxing	<input type="checkbox"/> Body modification
<input type="checkbox"/> Nail treatment	<input type="checkbox"/> Piercing	<input type="checkbox"/> Tattoos
<input type="checkbox"/> Eyelash and eyebrow tinting	<input type="checkbox"/> Henna tattoos	<input type="checkbox"/> Colonic irrigation
<input type="checkbox"/> Spray tans	<input type="checkbox"/> Temporary make-up	<input type="checkbox"/> Dry needling/acupuncture
<input type="checkbox"/> Hair colouring and styling	<input type="checkbox"/> Cutting hair	

Registration of your health, beauty or hair related business applies until the 31 December of each year.

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/septic-tank

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If you are providing any of the services listed below, you must apply for registration with Latrobe City Council:

Hairdressing

- including barbering & mobile hairdressing

Beauty therapy

- waxing
- electrolysis
- laser
- manicure
- pedicure
- nail treatments
- dermal rolling
- facials
- chemical peels
- spray tanning
- makeup
- henna tattoos

Tattooists

- cosmetic tattooing

Skin penetration

- body piercing
- ear piercing
- microdermabrasion
- dry needling
- body modification

Colonic Irrigation

The following activities do not require registration with Council:

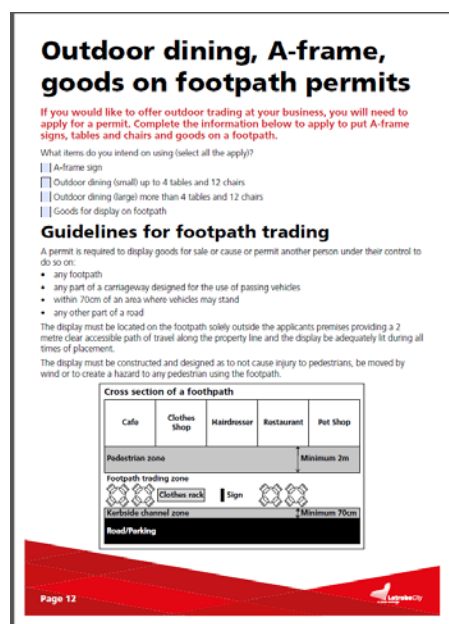
- Sauna
- Spa
- Massage
- Acupuncture (requires registration with the Chinese Medical Registration Board)
- Medical procedures such as Botox / dermal fillers

Please see the below information to assist:

Detail	Information
Infection Prevention and Control Guidelines for Hair, Beauty and Skin Penetration Industries	You can find useful information on these health businesses on the Department of Health and Human Services' website: https://www2.health.vic.gov.au/public-health/infectious-diseases/personal-care-body-art-industries
Mobile Business	Mobile businesses offering low risk activities such as hairdressing may register with Council. High risk activities such as tattooing, body modification, colonic irrigation and body piercing are <u>not permitted</u> to be mobile.

Note: That 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.

7 Outdoor dining and footpath trading



If you would like to place items associated with your business on the footpath, you must complete this application form to apply for a Local Laws Footpath Trading permit. Many businesses place items such as A-frames, tables and chairs, and display goods for sale on footpaths in front of their shop.

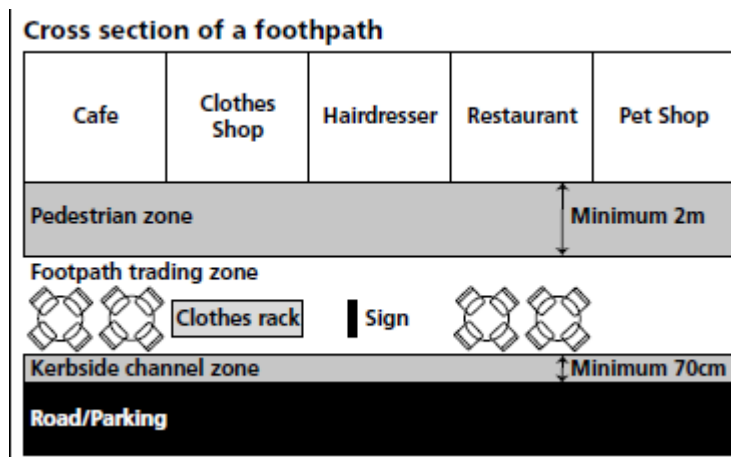
To understand more about outdoor dining and street trading requirements, you will need to read the Council's Commercial Street Furniture Footpath Trading Guidelines:

http://www.latrobe.vic.gov.au/Our_Services/Local_Laws_Permits_and_Fines/Footpath_Trading_Permits

Please see the below information to assist:

Detail	Information
Insurance	It is essential that you have current and relevant insurance cover. Speak to your insurer to be sure you are covered for public liability in the order of a minimum of \$10M. You will need to provide a copy of your certificate of currency with your application. Speak to your insurance company if they haven't provided you one already.
Additional items not covered in Footpath Trading Permit	Advertising Flags also known as teardrop flags, feather banners or bunting flags are not covered under a Local Law permit and should be included in your planning permit application.
Additional furniture and other items	Permanent fixture of items to the pavement is not permitted.
	The design and placement of the tables, chairs, advertising, and additional furniture such as umbrellas, heaters and pot plants shall be to the satisfaction of an Authorised Officer and shall be maintained in accordance with the permit conditions. Please refer to the above guidelines.

If you have any questions about whether your application complies with the guidelines, phone Business Approvals Officer on 03 5128 5789.



Placement of items associated with your business on the footpath

Goods for sale and advertising sign permit conditions

A person without a Permit must not place or display any goods for sale or advertising sign cause or permit another person under his or her control to do so on:-

- (a) any footpath;
- (b) any part of a carriageway designed for the use of passing vehicles;
- (c) within 700mm of an area where vehicles may stand; or
- (d) any other part of a road.

An advertising sign must not exceed 700mm in width or 1 metre in height without specific approval of an authorised officer.

The items must be erected or located on the footpath solely outside the applicant's premises providing a **2 metre** clear accessible path of travel along the property line and be adequately lit during all times of placement. The items must be constructed of such material and design as not to cause injury to pedestrians or to be moved by wind or to create a hazard to any pedestrian using the footpath. No items may be fixed to the footpath and all items must be removed at the close of trading.

Outdoor eating permit conditions

A person without a permit must not establish an outdoor eating facility on any footpath or other part of a road unless a planning permit has been issued for the establishment of an outdoor eating facility. The outdoor eating facility solely outside the applicant's premises must provide a 2 metre clear accessible path of travel from the property line.

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.

The permit holder must comply with controls listed in Division 1 Section 5 of the Tobacco Act 1987 with respect to outdoor dining areas within the meaning of Section 3 of the Tobacco Act 1987.

8 Building permits

If you require a building permit, you will need to engage a private building surveyor who will assess and issue a building permit. Council's Building Department can provide you with general advice as to whether you may or may not need a building permit and point you in the right direction to a private building surveyor. There are several local building surveyors you can choose from.

You may require a building permit if:

- you are making any structural changes to the existing building on which your business will be located
- you are building a new premises
- you are changing the maximum number of people that can occupy your building at any one time. The maximum number is stated on the building's occupancy permit.

Please see the information below to assist you when applying for a building permit.

Detail	Information
Compliance with the Disability Discrimination Act	Compliance with the Disability Discrimination Act may require a building permit for existing buildings. This may mean that works to your building are necessary to ensure compliance, such as the installation of disabled toilets or accessibility ramps.
Occupancy permit	Occupancy permit are documents that signify that a building surveyor is satisfied that the completed building work is suitable for occupation. A building permit will specify whether you require either an occupancy permit or a certificate of final inspection prior to occupation of a building. You can receive this information from Council's Building Department.
Report and Consent	<p>Sometimes building works need a variation to the Building Regulations. This is called Report and Consent and may include these types of works:</p> <ul style="list-style-type: none"> • Building over an easement or in a flood prone area • Fire safety • Setback from the street • Building above or below public facilities • Siting of a building <p>If required, a report and consent application can be made to Council's Building Department. You will need to get the consent of your neighbour as part of this process.</p>
Essential Safety Measures	When building works are complete, the owner and occupant of the building is responsible for its upkeep and maintenance, particularly its safety features (known as essential safety measures). This relates to any building that is not a dwelling and includes items such as smoke alarms, exit doors and signs, fire extinguishers and sprinkler systems.
More information	See the Victorian Building Authority website for detailed information about building permits and their requirements.