



TAX INVOICE/ABN 18 374 210 672

**PROPOSAL TO REGISTER A FOOD PREMISES**  
FOOD ACT 1984

**FEE DUE**

**\$0**  
**FOR NEW PREMISES**

**FEE DUE**

**\$195**  
**FOR ALTERATIONS TO EXISTING PREMISES**

**See over for lodgement/payment locations**

A processing fee of 0.55% will be added to the total payment amount, when using credit or debit card options, including MasterCard or Visa

Receipting Info: App: LC/Health Licensing/Prepayment

**Please indicate the nature of works**

<input type="checkbox"/> Fitout of New Premises Approval of Plans & Registration	No payment required on lodgement of this application - Food Act registration fee <u>will be payable</u> on approval of application
<input type="checkbox"/> Request for Consultancy / Approval of Plans without Food Premises Registration	<b>\$364</b> – 1 hour site assessment and written report
<input type="checkbox"/> Request for Consultancy / Approval of Plans (Alterations to existing food premises only)	<b>\$185</b> – alterations and renovations to existing premises

----- PLEASE SUBMIT PLAN OF PREMISES WITH THIS APPLICATION FORM -----

**ADDRESS OF PREMISES**

Shop No	Street No
Street	Suburb

**NAME OF APPLICANT/S (i.e. Proprietor, Architect, Designer)**

**BUSINESS/COMPANY NAME**

**BUSINESS ADDRESS (if different from premises trading address)**

ABN   -    -    -     business ☎

FULL NAME Mr / Mrs / Miss / Ms mobile ☎

FULL NAME Mr / Mrs / Miss / Ms mobile ☎

**RESIDENTIAL ADDRESS**

e-mail

**Description of premises and details of food preparation to take place**

**Will you operate off site (markets, fetes, stalls, catering) ? Please provide details with this application**



## Lodgement checklist –In Person / Mail / Email

<input type="checkbox"/> Lodge form with all relevant sections completed	<input type="checkbox"/> Fee included (if applicable)
<input type="checkbox"/> Copy of plans attached	<input type="checkbox"/> Off-site operation details attached

### In Person

Brougham St	100 Brougham Street	Monday to Friday 8:00am to 5:00pm
Belmont	163 High Street	Monday to Friday 9:00am to 5:00pm
Corio	Corio Shopping Centre Shop 48/83a Purnell Road	Monday to Friday 9:00am to 5:00pm
Drysdale (inside library)	18-20 Hancock Street	Monday to Friday 9:00am to 5:00pm
Geelong West	153a Pakington Street	Monday to Friday 10:00am to 2:00pm
Ocean Grove	The Grove Centre 66-70 The Avenue	Monday to Friday 9:00am to 5:00pm
Waurm Ponds (inside library)	230 Pioneer Road	Monday to Friday 10:00am to 2:00pm

**Mail** City of Greater Geelong  
PO Box 104  
GEELONG VIC 3220

**Email** If you need to send something with an electronic attachment please use [contactus@geelongcity.vic.gov.au](mailto:contactus@geelongcity.vic.gov.au) / make payment over the phone ☎ 03 5272 5272  
Or download a credit card authority and submit with your application –  
<https://www.geelongaustralia.com.au/documents/documents/item/8d0c9fe58dcdd7b.aspx>

Please note: Council charges a commercial rate on land used for predominantly commercial activities. (i.e. where goods are made or services provided). Where the commercial activities are located with a predominantly residential land use, Council will apply a Mixed Use rate which is lower than the commercial rate but higher than the residential rate. The current rates are available in Councils Rating Strategy on the [geelongaustralia.com.au](http://www.geelongaustralia.com.au) website. For further information please contact Council's Financial Services on ☎ 5272 4650

**\*GST Free Supply under Division 81**

This information is collected under the requirements of the **Food/Public Health & Wellbeing** Act for enforcement of Public Health purposes. It may be provided to the Department of Health for the same purposes, and for the statistical purposes related to the application of the Act. It will be treated in compliance with the Department of Health Information Privacy Principles and the Information Privacy Act.