

Application for Suitability of Premises Assessment (Fit-Out Assessment)

Food Act 2006

2019/20

All required sections must be fully completed and required documentation submitted with this application. An incomplete application will not be accepted and will delay assessment. PLEASE NOTE: It can take up to 30 days to assess a completed application.

1. Have you contacted Council's Planning Approvals Unit to ensure you can lawfully operate from the premises?

Yes <input type="checkbox"/>	Please provide Development Approval #:
	<u>or</u> Planning Advice received (reference #):
No <input type="checkbox"/>	Contact Council's Planner of the Day on 1300 69 22 47 before proceeding further

Please note: Operating from a premises that do not comply with planning regulations is an offence and can incur fines and other penalties under the Planning Act 2016

2. Have you obtained advice from an independent building certifier to determine if building approval is required?

Yes <input type="checkbox"/>	Building Certifier name: Continue to question 2A
No <input type="checkbox"/>	Contact an independent building certifier to obtain advice on building approval before proceeding further
2A Do you require a building approval?	
Yes <input type="checkbox"/>	Please attach a copy of the building approval:
NOTE If your premises requires mechanical ventilation, please include a completed Form 15 & 16	
No <input type="checkbox"/>	Continue to question 3

3. Applicant details

Name/s (Individual or Company)

Trust Name (if applicable) as trustee for

Date of birth

For companies: Director Name/s

ABN

Contact name

Contact number/s

Email

Address

Postal address

Property owner's details

Name/s (Individual or Company)

Contact number/s

Address

Trading details

Trading name

Construction or refit address

Type of business eg Café, Hostel

OFFICE USE ONLY PAYMENT DETAILS Rec Type T 163	Payment Amount	\$	Date	
	Receipt Number	#	Health Number	#

Premises Checklist

Detailed description of food business

Building compliance

Building Approval required?

Yes / No

Current classification

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Building Certifier

--

Signature

--

Building Application number

--

Date

--

Description of materials / finishes

Walls - General

--

Lighting

Recessed

Yes / No

Walls - Behind Cooking Equip

--

Covers

Yes / No

Walls - Sink (Splash backs)

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Type:

Floors

--

Benches

Fixed

Yes / No

Coving

--

Castors

Yes / No

Ceilings

--

Legs

Yes / No

Floor to ceiling height (mm)

--

Type:

Floor to internal window sills (mm)

--

Cabinets

Fixed

Yes / No

Castors

Yes / No

Legs

Yes / No

Type:

Cooking equipment *list all and attach specifications for each*

Appliance Description	Total Maximum Power Input (kWh) / Total Gas Input (Mjh)	Under Exhaust Canopy?
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

Mechanical ventilation system

Constructed & installed by Company name

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Contact name and number

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Address

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Following installation and testing you will be required to provide a certificate from the installer or suitably qualified engineer specifying that the mechanical exhaust canopy complies with *Australian Standard 1668.2 - The use of ventilation and air-conditioning in buildings*, prior to food licence being issued.

Temperature control appliances

Heat lamps	Yes / No	Freezer room	Yes / No
Hot display	Yes / No	Cold display	Yes / No
Self-service buffet	Yes / No	Cold room	Yes / No
Are all heating and chilling appliances fitted with a temperature display?			Yes / No

Prevention of pests

Describe how pests, such as cockroaches, insects and rodents will be excluded from the premises

Cleaning facilities

Double bowl sink	Yes / No	Size (lt)	<input type="text"/>	Drainage area (mm)	<input type="text"/>
Dishwasher	Yes / No				
Under canopy	Yes / No				
Glass-washer	Yes / No				
Food preparation sink	Yes / No	Size (lt)	<input type="text"/>	Drainage area (mm)	<input type="text"/>
Number					
Hand wash basin	Yes / No	Size (lt)	<input type="text"/>		
Number					
Single Spout	Yes / No				
Method of operation <i>eg hands-free</i>					
Pot wash sink	Yes / No	Size (lt)	<input type="text"/>	Drainage area (mm)	<input type="text"/>
Cleaners sink – Drop down grate	Yes / No				
Grease Trap	Yes / No	Size (lt)	<input type="text"/>		
Floor waste / drains	Yes / No	Number	<input type="text"/>		
Splash backs behind all sinks / basins	Yes / No				

Note All plumbing work / alterations **must** have approval and be inspected by Plumbing & Trade Waste prior to commencement of any work

Hot water system

Type	Instant / Solar / Gas / Electric	Volume (lt)	
Temperature of water at point of use		Supplying water to	

Note If hot water is to be used for sanitising, it **must** be capable of providing hot water at 75°C at all points of use

Operation and amenities

Number of employees (FTE)			
Dining	Yes / No	Number of seats	
Customer toilet facilities	Yes / No	Number of male toilets	
Staff toilet facilities	Yes / No	Number of female toilets	
Number of hand wash basins at toilets		Total length of urinals	m
Liquor licence	Yes / No	BYO	Yes / No
What facilities are provided for:			
Staff personal belongings?			
Cleaning equipment?			
Office paperwork storage?			

Checklist, Fee Schedule & Declaration

Have you provided two (2) copies of specifications and drawings? <i>plans and elevations to a scale not less than 1:100</i>	Yes / No
Have you completed all relevant sections of this form? <i>Where not indicated on plans</i>	Yes / No
Have you completed all relevant information to enable assessment of the proposal?	Yes / No
Have you provided all equipment specifications?	Yes / No

Fee Schedule:	SUITABILITY OF PREMISES ASSESSMENT (Fit-out Assessment)	\$ 364
	COPY OF CERTIFICATE	No Charge

I / We declare that the information provided by me in this application is true and correct and I consent to the making of enquiries and exchange of information with authorities of any Local, State/Territory or Commonwealth department in regards to any matters relevant to this application

PRINT NAME	SIGNATURE	DATE
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Cairns Regional Council – Information Privacy Statement

Your personal information has been collected for the purpose of assessing your Application. The collection of your information is authorised under the *Local Government Act 2009*. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the *Information Privacy Act 2009* and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.