

Application for Food Premises Plans Assessment

Food Act 1984



Lifestyle Capital of Victoria

Are you constructing or altering a food premises?

If you are constructing a food premises or your food premises requires structural alterations, we offer a plans assessment service that provides written advice prior to the construction commencing or finalising. This will ensure the food premises complies with the structural requirements of the Food Safety Standards.

We recommend you refer to the following [Food premises design and construction guidelines](#) produced by the *City Of Melbourne* when planning your food premises.

It is not a statutory requirement under the legislation to submit floor plans for assessment. However, we strongly recommend this service to ensure any proposed works comply with the [Food Standards Code](#).

This plans assessment service may be useful to help reduce costly mistakes before the construction finalises or starts.

Your plans should:

- Be drawn to a scale of not less than 1:100
- Show the layout of all fixtures and equipment, such as sinks, cooking and food preparation areas
- Provide a description of materials used for surface finishes including walls, floors and bench tops
- Indicate locations of waste disposal area, bin wash area, storage areas and toilets.




How long does it take?

An invoice will be issued to you for payment once a completed application and plans have been submitted. We will process and review your application within 20 working days. We will notify you via email of any requirements and conditions. Provided all other necessary permits have been obtained, works can then commence.

This Environmental Health review does not constitute a Planning or Building approval, and further approvals and considerations are required under the Building Act and Planning and Environment Act for the proposed facility to be both constructed and used. You must obtain this formal confirmation regarding any Planning and Building requirements from the relevant Council departments. Please contact each respective department on 1300 322 322.

Plan Assessment Fees (2024/2025)	Class 1, Class 2, Class 3	\$440.00
	Class 3B (low risk or homebased kitchens)	\$330.00
	Community Group	\$210.00

How to apply

-  **In Person** Frankston City Council Civic Centre, 30 Davey Street, Frankston
Seaford Community Centre, Shop 1, 6 Broughton Street, Seaford
Langwarrin Service Centre, Shop 6, Gateway Shopping Centre, Langwarrin
-  **By Mail** Frankston City Council, PO Box 490, Frankston VIC 3199
-  **Online** Send applications with supporting documentation to info@frankston.vic.gov.au

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Applicant details

Applicant's Full name and/or Company name

Applicant's phone number

Applicant's Email

Applicant is:

Owner ☐

Builder ☐

Architect ☐

Other ☐

Proprietor of food premises

Proprietor's name and/or Company name

Proprietor's mobile number

Proprietor's address

Proprietor's email address

Details of food premises

Address of food premises

Proposed trading name of food premises

Type of food premises: (please select your main business activity)

- | | | |
|--|---|---|
| <input type="checkbox"/> Café / Restaurant / Hotel | <input type="checkbox"/> Takeaway / Fast food | <input type="checkbox"/> Convenience store |
| <input type="checkbox"/> Food manufacturer | <input type="checkbox"/> Mobile food vehicle | <input type="checkbox"/> Home based food business |
| <input type="checkbox"/> Aged Care Facility | <input type="checkbox"/> Child Care Centre | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Bar / Pub | <input type="checkbox"/> Green Grocer | <input type="checkbox"/> Juice Bar / Bubble Tea |
| <input type="checkbox"/> Other ... | <input type="text"/> | |

Provide a brief description of the food business (details of the food and drink preparation that will take place)

Submit plans of the food premises

Submit the completed application together with detailed floor plans of the food premises to Frankston City Council's Environmental Health team via email to info@frankston.vic.gov.au

Payment of Application

Upon submission of your completed application and supporting documentation, you will receive an invoice via email for payment. Payment can then be made online by credit card. Once payment is received your application will progress.

We may contact you to verify information as part of this food premises plan assessment and review process. For any enquiries please contact Environmental Health on 9784 1915.

Privacy notice

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.