

Application for Plan Assessment Home Based Food Premises



Food Act 1984

Applicant / Proprietor Details

Name: _____
Address: _____
Suburb: _____ Postcode: _____
Email address: _____ Phone number: _____
How would you like to receive the plan assessment report? Email Post

Proposed Premises Details

Trading name: _____
Address: _____
Suburb: _____ Postcode: _____
Use of premises:
Eg small scale cakes, cookies, platters etc _____

This form is to be accompanied by:

- 1 copy of a detailed floor plan showing the layout of your kitchen and any other areas of your home that you intend to use for business purposes. Please ensure you include the dimension of both the space and all fixtures contained within.
- A schedule of finishes. This is a written document that describes the finishes of all surfaces including the floor, ceiling, walls, benches, cabinetry etc.
- A business proposal. This is a written document that describes in detail the nature of your business including the type of business (eg making cupcakes to sell at a farmer's market), frequency of operation and a description of how the food is to be transported.
- An ingredients list and details regarding the method of preparation for each of the food items you intend to make.

The above attachments must be provided in order for the assessment to be completed.

An Environmental Health Officer will review your application and attachments and provide a response within 5-10 business days from the date of receipt within the Health Services unit.

An establishment fee and registration fee will be due and payable at the time of registration. For a list of our fees, please visit our website at www.knox.vic.gov.au.

Applicant signature: _____ Name: _____

Date: _____