

APPLICATION FOR FIT-OUT OR ALTERATION



CITY OF VINCENT

(WHERE BUILDING PERMIT NOT REQUIRED)

Food Act 2008, Food Regulations 2009 and Australia New Zealand Food Standards Code

The applicant agrees to the following:

- Submitting this application form a copy of scaled plans, and elevations detailing the proposed layout; floor, wall and ceiling finishes; and proposed/existing fittings, fixtures, floor wastes, exhaust canopies, toilets etc.
- Ensure they have obtained the appropriate planning approval from the City's Planning, Building and Heritage Section **prior to lodging** this application.
- Obtain a Building Permit should there be any structural alterations to the premises or installation of an exhaust canopy, or installation/replacement of a coolroom/freezer.
- Arrange for a final post fit-out inspection to be undertaken with one of the City's Environmental Health Officers, and prior to commencement of trade.
- To submit the following information:
 - Certificate of compliance for any Exhaust Canopy certifying that the installation has been completed in accordance with BCA Part F4.12 and AS/NZS 1668.1 & AS 1668.2 (if applicable);
 - Submit a completed Notification/Registration Form and relevant fee (required for all Food Businesses);
 - Provide any other information or documentation requested by the City's Officers.

PREMISES DETAILS	
Trading name	
Address of premises	
Contact number	
How many full-time equivalent employees do you intend to employ? (please tick the box that applies to your business)	<input type="checkbox"/> None (sole trader) <input type="checkbox"/> 20-199 (medium business) <input type="checkbox"/> 1-19 (small business) <input type="checkbox"/> 200+ (large business)

PROPRIETOR/BUSINESS DETAILS	
Proprietor name	
ABN/ACN	
Postal address	
Mobile number	
E-mail address	

DECLARATION	
• I have attached all the request information for this application	
Applicant name	
Signature	

To submit your application please email this form & attachments to mail@vincent.wa.gov.au

FEES	
These fees are applicable for the 2024/2025 financial year. You will be sent an invoice for the appropriate fees.	
Application for fit-out or alteration (where building permit not required)	\$215.00