



# Plans Approval application

If premises require structural alterations, the installation of new fittings or a mechanical ventilation system, plans will need to be submitted before the commencement of work.

The prescribed fee of \$310 will ensure the submitted plans are processed within 20 working days.

The plans submitted must be drawn to scale 1:100 clearly show the following:

- Every part of the establishment indicating the processes to be carried out in each area
- The location and method of installation of all fixtures, equipment, fittings and finishes with specifications describing the materials to be used. Please refer to your Design and Construction section in your New Premises Kit for more information.

**Please note that detailed plans must be provided or you may be required to submit further information that may result in delayed processing of your application.**

Name of Applicant \_\_\_\_\_

Address of Premises \_\_\_\_\_

Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

## Applicant's involvement in project

### Type of premises

- Food business     Septic Tank/Greywater System     Other (*please specify*) \_\_\_\_\_

### Description of work

- New Premises     Alterations     Addition     Other (*please specify*) \_\_\_\_\_

Total floor area of project (*square metres*) \_\_\_\_\_

Signature (*Applicant*) \_\_\_\_\_

(*Print Name*) \_\_\_\_\_

**More information required overleaf**

