

Business ventures in an existing OR new shop may require Shire approval, and, it is likely that the proposal will need to comply with several parts of Federal and State legislation. Commercial developments can be complex, and any proponent needs to consider many factors well before the intended opening day.

## Planning

A change of use of a commercial building may require a planning approval, and some of the issues to address may include - parking requirements, owner or strata approval, signs approval, numbers of patrons for a restaurant or café, etc.

A Development application form, and an information sheet for Commercial Uses is available on the Shire website. Further information can be obtained by contacting Planning Services at the Shire – 97805228.

## Environmental Health

A prospective proprietor of ANY business needs to check to see if the proposed business is subject to health licensing or legislation, by contacting the Shire's Environmental Health Officer (EHO), prior to purchase or application for change of use. For example, a change of use to a food premise such as a café, restaurant, or a food processing business, will require an assessment by the Shire EHO.

An assessment of the proposal is also required where a shop has already been operating as a food premise, and is merely changing business ownership. Please consult with the EHO to determine the extent of the works required to meet the current Food Standards Code (*Food Act 2008*).

Any works will require a building licence to be issued by the Shire Building Surveyor.

The Shire Environmental Health Services can be contacted on 9780 5245.

## Building

### What's required to obtain a building licence?

Two (2) copies of all information with the completed application form, and plans to include:

- Site plan showing site boundaries, all buildings and set backs, parking bays, and the subject tenancy.
- Floor plan showing the existing and proposed works.
- Where a food premise is proposed, show the room layouts ie the elevations of each internal wall with ALL fixtures and fittings, for assessment by the EHO.
- The positions of septic tanks and leach drains if applicable.

**Fees** Refer to information sheet for schedule of fees. Applications not accompanied by fees will not be processed.

For further information please contact building services on 97805214