

SUBMISSION OF PLANS

All applications must be submitted with 2 copies of detailed scaled 1:100 drawings of the proposed work.

For all **proposed food premises and alterations to existing food premises**, refer to the Town's '*Guidelines for Construction of Food Premises*', AS 4674-2004 Design, Construction & Fit-Out of Food Premises.'

The following information must be supplied with your application.

Scaled 1:100 floor plans and specifications which include the following details:

1. the use of every room
2. the structural finishes of every wall, floor and ceiling;
3. the position and type of every fixture and fitting;
4. all sanitary conveniences, ventilating systems, drains, grease traps and provision for waste disposal;
5. detailed plans for specification for the mechanical exhaust systems if cooking is to take place in the food premises'
6. detailed plans and specification of the cool room/freezer, if one is proposed to be installed;
7. the estimated number of staff at the premises at any one time, including the proprietor or proprietors, engaged in the preparation, manufacture, processing, cooking or serving of meals; and;
8. floor plan of all dining areas.

OFFICE USE ONLY	
Fee:	Receipt No:
Accepting officer:	Date payment received: