

NEW FOOD PREMISES ASSESSMENT

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



Under the Food Act 1984, all food businesses must be registered with their local council. To begin the registration process with the City of Melbourne, please complete and submit this form.

We strongly recommend submitting floor plans for assessment to ensure your proposed works comply with the Food Standards Code. This helps your business meet legislative requirements when fitting-out food premises and avoid costly changes or delays after construction, which can affect your registration approval.

ARE PLANS BEING SUBMITTED? (please ✓)

☐ **Yes**

Plans assessed in 15 business days.
No fee applicable.
Please submit your plans with this form.

☐ **No**

City of Melbourne will contact you to discuss your application after submitting this form. No fee applicable.

WOULD YOU LIKE A PRIORITY SERVICE? (please ✓)

☐ **Yes**☐ **No**

Priority service in 5 business days for fee of \$355. Please submit your plans via email to health@melbourne.vic.gov.au

The 5 or 15 business day timeframe is for your plans to be assessed or the initial on-site assessment to be completed. This does not include the approval of registration.

Note: The priority service timeframe will commence on receipt of payment

APPLICANT DETAILS

Trading Name of Business

Applicants Name(s)

Address of Food Business

Applicants Postal Address

Postcode

ABN

Email

Phone

Mobile

Applicant involvement ☐ Proprietor

☐ Builder

☐ Architect

☐ Other (please specify)

Signature (applicant)

Print Name (print)

Date

PROPRIETOR DETAILS

Proprietor's Name

Proprietor's Phone No.

Email

OFFICE USE ONLY

Business Concierge Officer

Date Contacted

LODGEMENT DETAILS

✉ EMAIL

health@melbourne.vic.gov.au

📧 POST

Community Wellbeing - Health
City of Melbourne
GPO Box 1603
Melbourne VIC 3001

FOR ENQUIRIES

Call (03) 9658 9658 or visit
[Register a food or beverage business | City of Melbourne](#)

PAYMENT DETAILS

This fee only applies to a priority service	
Priority Service This fee is only for applications where plans are submitted to be assessed OR an on-site assessment is required within 5 working days	\$355.00

ONLINE PAYMENTS

Upon submission of your completed form, you will receive a secure online payment link via email. Payment can then be made online by credit card only.

Priority service begins only after payment is received. Once paid, your application will proceed.

FURTHER INFORMATION

Plans:

When submitting plans, they should:

- be drawn to scale of not less than 1:100
- show the layout of all fixtures, fittings and equipment
- provide a description of materials to be used for surface finishes including walls, floors and bench tops
- show the locations of waste disposal area, bin wash area, storage areas and toilets

One of our environmental health officers will inspect the premises to check the fixtures and fittings are suitable for a food business. A helpful guide to designing and constructing a food business is available to download:

[Food premises design and construction guidelines \(PDF 1.3 MB\).](#)

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at melbourne.vic.gov.au