

# Hospitality Business Approvals 2D Visual

## Council User Guide

The Hospitality Business Approvals 2D Visual template is part of the Business Friendly Councils (BFC) product suite. This template provides a visual guide of the common regulations that apply to a hospitality business. Council staff can use this tool when engaging with businesses to help them understand which permits and registrations they will need to operate.

The BFC products and processes were developed collaboratively with councils and tested with businesses through pilot projects led by the Victorian Government Department of Jobs, Skills, Industry and Regions (DJSIR). Application of the BFC products and processes benefits both councils and their business customers by providing more consistent and timely regulatory permit advice, enabling better quality applications and improving communication between council regulatory areas involved in the business approvals process.

**Note:** The BFC products are designed for individual councils to adopt and customise according to their individual local government area requirements. Councils should determine any disclaimers and privacy statements that are necessary to be applied prior to publication. It is suggested that once ready for implementation within your Council this title page should be deleted or replaced with equivalent Council instructions.

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# HOSPITALITY BUSINESS APPROVALS GUIDE

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## Waste & Recyclable Materials

Your business must have enough bins to accommodate all the rubbish and recyclable materials it produces.

A Waste Management Plan is required. You can elect to use the Council service (user pays service) where appropriate, or a private contractor. Contact your Council's Waste Management Team for more information.

## Wastewater

In sewered areas you may need a food and oil interceptor (grease trap). Contact your local water authority for further information.

In unsewered areas, you will need an onsite wastewater system (septic system). If you need to install a new system or alter an existing system, you need a permit to install or alter a septic system.

## Noise

If there is any risk of your business impacting your surroundings with noise, you should seek advice from an acoustics consultant as you may need an acoustic report.

## Food Act Registration

If you want to sell food, you need to register your business with Council or the regulator (e.g. in some instances PrimeSafe or Dairy Food Safety Victoria). You will need to decide whether the business is a proposed restaurant/café, take away food premises or other, and discuss your proposal with Council. For further information visit: [Starting a food business](#)

Food businesses are classified based on food safety risk. Each class of food business has different operational requirements. For further information visit: [Food business classification](#) ([health.vic.gov.au](http://health.vic.gov.au))

[insert Council Disclaimer]



## Mobile & Temporary Food Premises

If you want to sell food from a mobile premises (e.g. a food van or cart) or a temporary premises (e.g. a market stall), you need to register your vehicle or stall. For more information go to: [Food trucks, vans and market stalls](#)

## Car Parking

You need to any consider on-site car parking requirements for your customers and staff and factor this into your building plans.

If want to change the number of car parking spaces required or provide some or all the required car parking spaces on another site, you will need to apply for a planning permit.

For more information to go: [52.06 CAR PARKING Victoria Planning Provisions Planning Scheme - Ordinance](#)

## Planning Permits

Planning permits give permission to develop or use land in a certain way.

Reasons that you may require a planning permit include:

- Change of Use – when you want to operate a business that uses the land for a different reason to its current or previous use (e.g. operate a shop in what was previously a warehouse).
- Where you want to change a building or excavate land.
- Advertising signs
- Change to car parking

**If you need a planning permit it must be issued from Council before you can obtain a building permit.**

## Liquor Licence

If you want to sell alcohol, you need a liquor licence from Liquor Control Victoria: [Do you need a liquor licence? | vic.gov.au](#)

## Outdoor Dining

If you want to place tables and chairs on a footpath, you need a footpath trading permit from Council.

## A-frame Signage

If you want to place a stand-alone sign e.g. A-frame sign on a footpath you need a footpath trading permit from Council.

## Building Permits

Any proposed building works must have a building permit before starting construction unless exempt. Building permits can also cover requirements relating to:

- Fire safety
- Amenities e.g. toilets
- Accessibility e.g. wheelchair access