

CHECKLIST - APPLICATION FOR ENVIRONMENTAL HEALTH SERVICES APPROVAL



DESCRIPTION:	REQUIREMENTS:
COMMERCIAL APPLICATIONS	
<p>Food Business: (e.g., cafes, restaurants, kiosks, food prepared in residential premises, hotels, lunch bars etc.)</p>	<p>Required to comply with the <i>Food Act 2008, Food Regulations 2009</i> (available to download from www.legislation.wa.gov.au) and the <i>Australia New Zealand Food Safety Standards</i> (available to download from www.foodstandards.gov.au)</p> <p>One complete set of scaled plans (minimum 1:100) detailing the design and fit out specifications for the premises shall be submitted for assessment and approval prior to commencing development.</p> <p>The plans and specifications shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the use of each room/ area <input type="checkbox"/> the structural finishes of walls, floors, ceilings, benches, shelves, and other surfaces <input type="checkbox"/> the position and type of all fixtures, fittings and equipment <input type="checkbox"/> all sanitary conveniences, floor wastes/ bucket traps/ cleaner’s sinks, grease traps etc. <input type="checkbox"/> waste storage areas <input type="checkbox"/> plans and specifications of the mechanical exhaust system if cooking is to take place in the food business <input type="checkbox"/> specifications of all cooking equipment (stoves, ovens, fryers etc) <input type="checkbox"/> elevations of food handling areas <input type="checkbox"/> details of the types of food being prepared and/or sold <p>Please refer to the City’s <i>Food Business Premises Requirements</i> for establishment, construction and fit out information, available on the website at https://www.bunbury.wa.gov.au/live/handbook/environmental-health-services/environmental-health-forms-and-licenses.</p>
<p>Public Buildings: (e.g., halls, sporting clubs, liquor licensed premises etc.)</p>	<p>Required to comply with the <i>Health (Public Buildings) Regulations 1992</i> (available to download from www.legislation.wa.gov.au)</p> <p>One complete set of scaled plans shall be submitted for assessment and approval prior to commencing development.</p> <p>The plans and specifications shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> location and width of emergency exits <input type="checkbox"/> location of emergency exit signage <input type="checkbox"/> location and number of sanitary facilities <input type="checkbox"/> emergency lighting <input type="checkbox"/> intended use of each public building area

<p>Aquatic Facilities:</p> <p>(e.g., public and semi-public swimming pools, spas, spray grounds)</p>	<p>Required to comply with the <i>Health (Aquatic Facility) Regulations 2007</i> and the <i>Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities</i>. These documents can be downloaded from the Department of Health WA (DoH) website at https://ww2.health.wa.gov.au/Health-for/Licensing-and-industry/Water.</p> <p>The DoH is required to approve the construction, alteration, or extension of an aquatic facility. Evidence of this approval is required to be submitted to the City's Health Services prior to commencing development.</p>
<p>Beauty Therapy/Skin Penetration Premises:</p> <p>(e.g. beauty therapy, massage, body piercing, tattooing)</p>	<p>Required to comply with the <i>Health (Skin Penetration Procedures) Regulations 1998</i> and the <i>Code of Practice for Skin Penetration Procedures</i>. These documents can be downloaded from the Department of Health WA (DoH) website at https://ww2.health.wa.gov.au/Health-for/Licensing-and-industry/Personal-appearance.</p> <p>One complete set of scaled plans (minimum 1:100) shall be submitted for assessment and approval prior to commencing development.</p> <p>The plans and specifications shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the use of each room/ area <input type="checkbox"/> the structural finishes of walls, floors, benches, shelves, and other surfaces <input type="checkbox"/> the location of sinks and hand washing basins <p>Please refer to the City's <i>Beauty & Skin Penetration Establishment Requirements</i> for establishment, construction and fit out information, available on the website at https://www.bunbury.wa.gov.au/live/handbook/environmental-health-services/environmental-health-forms-and-licenses.</p>
<p>Hairdressing Premises:</p>	<p>Required to comply with the <i>Hairdressing Establishment Regulations 1972</i> (available to download from www.legislation.wa.gov.au). Also refer to the Department of Health WA website - https://ww2.health.wa.gov.au/Health-for/Licensing-and-industry/Personal-appearance</p> <p>One complete set of scaled plans (minimum 1:100) shall be submitted for assessment and approval prior to commencing development.</p> <p>The plans and specifications shall include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the use of each room/ area <input type="checkbox"/> the structural finishes of walls, floors, benches, shelves, and other surfaces <input type="checkbox"/> the location of sinks and hand washing basins <p>Please refer to the City's <i>Hairdressing Establishment Requirements</i> for establishment, construction and fit out information, available on the website at https://www.bunbury.wa.gov.au/live/handbook/environmental-health-services/environmental-health-forms-and-licenses.</p>

<p>Accommodation – Lodging Houses:</p>	<p>Required to comply with the <i>Health (Miscellaneous Provisions) Act 1911</i> (available to download from www.legislation.wa.gov.au) and the <i>City of Bunbury Health Local Laws 2001</i> (available to download from www.bunbury.wa.gov.au)</p> <p>One complete set of scaled plans and specifications (minimum 1:100) shall be submitted for assessment and approval prior to commencing development.</p> <p>The plans and specifications must include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the use of each room/ area <input type="checkbox"/> the structural finishes of walls, floors, ceilings, benches, shelves, and other surfaces in the kitchen <input type="checkbox"/> the location of sinks and hand washing basins in the kitchen <input type="checkbox"/> the position and type of all fixtures, fittings, and equipment in the kitchen <input type="checkbox"/> details of sanitary facilities <input type="checkbox"/> details of laundry facilities, numbers of dryers and washing machines <input type="checkbox"/> the number of people intended to be accommodated in each bedroom
<p>Unsewered Properties – on site sewage and effluent disposal:</p> <p>(e.g., septic systems, ATUs etc.)</p>	<p>Required to comply with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> (available to download from www.legislation.wa.gov.au)</p> <p>New developments will require an ‘Application to Construct or Install an Apparatus for the Treatment of Sewage’ to be submitted to the City’s Health Services for assessment and approval prior to commencing development.</p> <p>The application must include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> scaled site plan (1:100) <input type="checkbox"/> location of the system, all drains and pipework <input type="checkbox"/> distance of the system from boundaries, buildings, bores, water bodies and waterways <input type="checkbox"/> setback of drainage from trafficable areas <input type="checkbox"/> Fees <p>Please refer to the septic application form, which can be downloaded from the City website, for further information.</p> <p>Additions/ alterations to existing unsewered developments will require the location and dimensions of any existing on-site sewage treatment and disposal systems to be accurately marked on the plans in relation to the proposed development and showing setbacks to buildings and boundaries.</p>
<p>Unsewered Properties – wastewater treatment and disposal:</p>	<p>Required to comply with the <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974</i> (available to download from www.legislation.wa.gov.au)</p>

(e.g. washdown bays)

New developments will require an Application to Construct or Install an Apparatus for the Treatment of Sewage to be submitted to the City's Health Services for assessment and approval prior to commencing development.

The application must include the following:

- scaled site plan (1:100)
- location of the system, all drains and pipework
- distance of the system from boundaries, buildings, bores, water bodies and waterways
- setback of drainage from trafficable areas
- Fees
- manufacturer's specifications of the system being installed
- specifications of leach drain/ soak well for any on site disposal (size dependent on volume of wastewater being disposed of). Alternative methods of disposal will be considered – to be detailed in application
- type of degreasers and detergents being used (should be of the "quick break" type)
- ongoing maintenance program for system i.e., testing of water for compliance with recommended parameters (provision of an industrial wastewater sampling point), regular cleaning out of spoon drains, silt pits, pump pits, disposal of waste oil and the like
- details of use of wash down area e.g., type and frequency of machinery/ vehicles being washed down, possible types of chemicals going through system and the like
- provide documentation demonstrating the ability of the system to treat the water to the following parameters for wastewater being disposed of onsite:
 - hydrocarbons <15ppm
 - suspended solids <1500ppm
 - pH 6-9
- Expected volume of wastewater requiring disposal
- Capacity of silt pits for adequate retention time to enable settling of solids
- Wash down bay is to be roofed or documentation provided to show the system can cope with a 1 in 10-year storm event
- Wash down bay is to be bunded to a minimum height of 75mm

Please refer to the City's *Wash Down Bay (Septic) Information* and the septic application for further information, available on the website at <https://www.bunbury.wa.gov.au/live/handbook/environmental-health-services/environmental-health-forms-and-licenses>.