

# Environmental Health Process

**Is your building project a space for preparing or serving food? If so, you must get a report from an environmental health officer to make sure the building plans meet public health requirements under the Building Act 2016.**

## 1 - PREPARATION

Speak with Council's environmental health officers (EHOs) to see if you need approval for your development.

## 2 - PRIOR TO APPLYING

If approvals are needed and a building surveyor has been engaged, they will formally ask the Council EHO to review the proposed plans.

## 3 - ASSESSMENT

The Council EHO will assess the plans to see if the proposed food premises design and processes meet public health and food safety standards.

## 4 - FURTHER INFORMATION

If further information is needed the EHO will ask the applicant to provide it. The assessment will be placed on hold until the information is received.

## 5 - ASSESSMENT COMPLETE

Once the assessment is complete and the plans are satisfactory the EHO forwards a report and stamped plans to the building surveyor.

## 6 - APPLYING

The building surveyor then makes an application for building and/or plumbing approval including the EHO report as part of the supporting documents.

## 7 - APPROVAL

The building/plumbing department make their assessment and issue relevant approvals.

## 8 - LAST STEP

Prior to occupation, the building surveyor asks for an occupancy report from the Council EHO. As part of this process, an inspection will take place to ensure compliance and occupancy can be issued.

## NOTES

An application must be made under the *Food Act 2003* to register as a 'Food Business'. The business cannot operate without this approval.

## QUERIES

If you have any question through any part of this process please contact us at [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au) or 6216 6800.