

Starting, expanding or buying a business?

Step 1 – Prepare

- o Develop a business plan
- o Research how and where you want to operate
- o Connect with Council by completing the online questionnaire
- o Meet with Council in a Business Pre-Application Meeting



Step 2 – Apply

- o Prepare and lodge your applications



Step 3 – Assessment

- o Your business plans determine which permits and registrations you need

Depending on the intended business activities, one or more of the below-mentioned permits may be required. Where multiple permits are needed, a current, valid **Planning** permit is commonly required to obtain **Building** and **Health** permits.

Permit Types



Planning 2–24 MONTHS

May be required to operate a home business, change the use of an address, adding signage or other external building modifications and trading of liquor.



Building 1–2 MONTHS

May be required when your building is structurally altered or modified internally (including changes that may impact safety).



Environmental Health 1–3 MONTHS

Will be required for businesses involving the sale of food, health and beauty, tobacco, wastewater septic systems and prescribed accommodation.



Community Safety 2 WEEKS

May be required to approve outdoor use of tables and chairs, animal businesses, A-Frame signage or use of Council land.

Timelines are indicative and can depend on whether Council needs to request further information, advertise your plans to the public and/or refer to Victorian State Government regulators.

Step 4 – Outcome

- o You will be provided with a copy of the outcome for your record
- o Once you have been issued with the correct permits for your business you can start operating



Step 5 – Ongoing support

- o Stay in touch with Council for ongoing business support



Planning and Business Concierge

To understand the application process, and to learn about approvals you need to operate your business, reach out to our Planning and Business Concierge on **9433 3111** or at **business@nillumbik.vic.gov.au** or **nillumbik.vic.gov.au/business**