

EasyBiz Phase II Sign-Up

I agree to be a member council for EasyBiz Phase II.

Council Name:

Council CEO: Council CEO Signature:

Council Details required for the EasyBiz project

Please indicate the forms / transactions that your council would like to integrate by placing a tick next to the form name in the table below.

ID	Forms/Transactions	Department/Unit	Involvement
EB001	Obtain Consent to Undertake Works Over or Within an Easement	Building	
EB002	Bulk rubbish containers	Local Laws /Land Management	
EB003	Application to place bulk rubbish on crown land	Local Laws/Land Management	
EB004	Variation to a Building Permit	Buidling	
EB005	Putting up Hoarding	Building	
EB006	Out of Hours Building Works	Building	
EB008	Animal Registration Application Form	Local Laws	
EB010	Submitting Plans for Approval for a Food Business	Food/Health	
EB011	Environmental Rate Rebate	Land Management	
EB012	Providing Food at Temporary Events	Food/Health	
EB013	Transfer of food/health premises registration application form	Food/Health	
EB014	Notifying Council of Your Intention to Register a Food or Health Business	Food/Health	
EB015	Submitting Plans for Approval for a Health Business	Food/Health	
EB017	Planning permit to use a premises to sell or serve alcohol	Planning	
EB018	Installing or Altering a Septic Tank	Food/Health	
EB019	Domestic Animal Business Registration Form	Local Laws	
EB020	Placement of items on a footpath	Local Laws	
EB021	Application for a Planning Permit to Extend a Business Premises	Planning	
EB023	Building Permit for Extension to a Business Premises	Building	
EB024	Application for a planning permit for advertising / signage	Planning	
EB025	Works affecting road reserves	Building	

The Project Champion is the primary point of contact within council between the project team and council. An officer from the relevant functional areas within council is required to be 'subject matter expert' for the forms and process Council select. Each person nominated will need to work with the EasyBiz project team to deliver this project.

Please provide council staff contact details (e.g. name, phone and email) for the areas involved based on the forms that council is going to adopt.

Council Area	Staff Contact Details
Project Champion/ Project owner	
Building	
Food / Health	
Local Laws	
Planning	
IT	

Council IP address is required to allow access to the Business Victoria test environment

Council IP address	
--------------------	--

Please return signed form to:

Paula Giles
Director, Strategic Programs & Commercial
Municipal Association of Victoria
Level 12/60 Collins Street
GPO Box 4326PP Melbourne 3001