

Rural Industry Information Guide

What you need to know before opening your business

Whether you are handling, treating, producing, processing, storing or packing animal or plant agricultural products for commercial purposes, you will likely require a permit from Council. There are several types of permits you may need, which are overseen by different departments at Council. Depending on what you are seeking to achieve, other State Government approvals may also be needed to be involved in the permit process.

There are several regulatory permits you might need from Council, including:

- planning permit
- building permit
- health registration

Other approvals might need to be obtained from Council.

Considerations

When planning to build or expand an existing building, you will need to consider the following:

- Level of activity and on-site processes
- Number of workers
- Distance from other dwellings / buildings
- Proximity to flood / bush fire zones
- Proximity to rivers or waterways
- Surface materials used in construction



Scan to complete
questionnaire!

What licences, permits or advice might you need from external parties?

Depending on what are you seeking to achieve, other State Government authorities and organisations may also need to be involved in the permit process. Below is a list of authorities and organisations that you may need to contact. Have a discussion early with Council to gain a further understanding of the role they might play in the application process. Engagement with these authorities and organisations could impact permit approval times.

Authority	Reason for referral*
Country Fire Authority (CFA) (cfa.vic.gov.au)	<ul style="list-style-type: none"> • Fire safety advice and emergency response training • Hazard reduction burns • Fire permit information
Cultural Heritage & First Nations State Relations	<ul style="list-style-type: none"> • Cultural Heritage management plans, reports and advice
Dairy Food Safety Victoria (DairySafe) (dairysafe.vic.gov.au)	<ul style="list-style-type: none"> • Food safety compliance (specifically dairy) • Dairy processing licenses • Dairy food safety programs, training and education
Department of Energy, Environment and Climate Action (DEECA) (deeca.vic.gov.au)	<ul style="list-style-type: none"> • Environmental permits and licenses • Environmental related funding and grants • Environmental compliance and reporting • Sustainable farming practices and climate change advice • Native vegetation advice
Environment Protection Authority (EPA) (epa.vic.gov.au)	<ul style="list-style-type: none"> • Environmental permits and licenses • Environmental compliance • Pollution and waste management • Sustainable farming practice advice
Goulburn Murry Water (Irrigation) (g-mwater.com.au) Lower Murray Water (Potable) (lmw.vic.gov.au)	<ul style="list-style-type: none"> • Permit and licenses • Advice around water supply, irrigation, and management • Water quality monitoring and protection • Flood management and support
PrimeSafe (primesafe.vic.gov.au)	<ul style="list-style-type: none"> • Permits and licenses • Food safety compliance (specifically meat, poultry) • Food safety programs, training and education
VicRoads (vicroads.vic.gov.au) and Regional Roads (regionalroads.vic.gov.au)	<ul style="list-style-type: none"> • Road access and maintenance • Road safety and traffic management advice • Signage and road markings

*This is not an exhaustive list. Please get in contact with Council to understand which authorities or organisations are relevant to your application and for what purpose.

The Process:

STEP 1: DO YOUR RESEARCH

Before submitting an application, please ensure that you are familiar with the requirements of operating a rural based business, including:

- How you will meet the regulations
- What registration is required.

STEP 2: GATHER SUPPORTING DOCUMENTS

Your application will need to include a floorplan (where applicable) showing:

- hand wash basin(s)
- shelves, benches and tables
- ventilation
- clinical and related waste disposal

STEP 3: COMPLETE THE QUESTIONNAIRE

To complete the online business questionnaire, visit <https://forms.swanhill.vic.gov.au/bpt/>

STEP 4: COUNCIL ASSESSMENT

After your application is received, all documentation is reviewed internally by Council. Depending on the complexity of your application, you may be invited to a face-to-face 'pre-application' with relevant Council departments. Council will advise which permits you will need for your business.

STEP 5: OUTCOME

You will be provided with a copy of the outcome of your permit and/or registration application(s). Once you have been issued with the correct permits for your business you can start operating.

STEP 6: ONGOING SUPPORT

Stay in touch with Council for ongoing business support.



For More Information

Get in touch with us to discuss your business needs today:

- 📞 03 5036 2333
- ✉ ecodev@swanhill.vic.gov.au
- 🌐 <https://www.swanhill.vic.gov.au/business/start-or-expand-your-business/>



Scan to complete questionnaire!