

## BEVERAGE PRODUCTION CHECKLIST/CONSIDERATION GUIDE

This checklist and consideration guide has been created to help you understand, early in the process, the complexity of regulatory requirements and compliance obligations, when establishing and/or scaling a beverage production business in Western Australia.

Awareness and preparation will assist you to make informed decisions, become aware of compliance costs upfront (including professional/consultant fees) and help to assist regulatory agencies in making the process as smooth as possible.

**This information is provided for general consideration only and should not be taken as professional advice. It is your responsibility to conduct your own due diligence with the relevant government departments regarding any business and financial decisions.**

### PHASE 1 – CONSIDER AND PLAN

A sustainable water supply and the disposal of waste generated by beverage production are just two components that will impact your business and financial planning immediately and in the long-term.

If you intend to grow your business and increase production over time, early consideration should be given to whether the site can accommodate all elements of your business vision. Unless future increases in scale or development footprint have formed part of the original approval, expansion of operations may require new applications and determinations, which may or may not be approved.

Incorporate the following considerations into your business and financial concept planning framework and use your answers to guide discussions with your local government and relevant state and federal agencies, as they may affect applications and associated determinations.

What is your intended business structure/model/type?

Sole trader

Partnership

Company

Be aware that the production of alcoholic, low alcohol and non-alcoholic beverages will be required to meet state and federal regulatory requirements. What are you intending to produce in your immediate and long-term business plans?

Alcoholic

Low – alcohol

Non – alcoholic

Will your immediate and long-term ambitions include the following?

Food

Takeaway sales

Events

Wholesaling

Production volume

Accommodation

Have you investigated the following site and land use considerations?

The site's zoning/permitted land use aligns with your intended activities

The size of the land parcel/premise is suitable and can accommodate immediate and future proposed activities (eg. wastewater disposal, car parking, landscaping and setbacks to lot boundaries, waterways and vegetation.)

Is your site?

Sewered

Non-sewered

It is important to consider early in your planning; the immediate and long-term ambitions of your beverage business and the trade waste (liquid and solid) associated with production. If your site is non-sewered, have you researched and/or are aware if the following option will apply?

Discharge to land

Have you also considered domestic waste?

Toilets

Kitchen (commercial and accommodation)

Laundry

How will you access the required water supply? (when answering also consider if its availability is aligned to immediate and long-term ambitions)

Scheme

Bores (ground water)

Surface water (dams, rivers)

Rainwater

Reuse/recycle water

Is the site located in a bushfire prone area?

Yes

No

Unsure

Have you considered if your site and business visions will be impacted by environmental and cultural sensitivities?

Wetland

River

Bushland

Habitats of natural species

Culturally sensitive

Public drinking water source

Contaminated site

Dependent on the site, location and your immediate and long-term business plans, access and vehicle movement will be a significant part of your business and financial planning. Ensure you have considered the following:

Location (entry/exit points)

Internal roads

Parking

Type of vehicle movement (heavy, domestic, visitor/buses)

## PHASE 2 – PRE APPLICATION

During this phase seek to learn more about preparing what applications to submit and the appropriate support documents. You should learn here what parallel processing can occur, approval dependencies and sequencing and what consultant reports are required and when.

It is recommended that you identify and learn more about your regulatory requirements and the agencies you will need to connect with early in your business planning.

Contact your local government to request a concept meeting to discuss site suitability and approval considerations. This should include the following areas:

- Planning
- Building
- Health
- Economic development

Many local governments offer paid pre-planning written advice (recommended). Dependent on the local government there may be options. Discuss the differences with your local government based on the level of complexity associated with your site and immediate and long-term business plans.

It is important to note that determinations may be required by other agencies, e.g. the Department of Water and Environmental Regulation (DWER), Department of Health (DoH), Department of Biosecurity, Conservation and Attractions (DBCA), Department of Fire and Emergency Services (DFES), Main Roads WA (MRWA), Local Government Industry, Regulation and Safety (LGIRS, which includes Liquor Licensing), Australian Taxation Office (ATO), Water Corporation (WC), Department of Primary Industries and Regional Development (DPIRD) and Department of Planning, Lands and Heritage (DPLH).

- It is recommended that you contact the relevant state and federal agencies for preliminary advice/scoping meeting to determine application requirements, parallel processing options, consultant reports, timelines, costs etc.



### TOP TIP

Refine business and financial plan based on compliance obligation advice.

## PHASE 3 – PREPARE AND APPLY

Considerations and preparation undertaken in phases 1 and 2 should now support you in submitting your applications in the correct sequence and have raised your awareness of the parallel processing that can occur (noting determinations may be based on 'conditional approval'). Examples of activities may include the following:

- Consultants engaged and reports/professional drawings are obtained at an acceptable standard as per local, state and federal government requirements
- Prepare applications and support documents (including consultant reports and professional drawings) as per local, state and federal guidelines and requirements
- Complete and submit application forms, documents and plans as required by regulatory agencies identified in phase 2. Note if options for parallel processing have been identified, action as appropriate



### TOP TIP

Be aware that poor quality and incomplete applications may result in increased costs and time delays.

## PHASE 4 – DETERMINATION

Here you will receive advice and determinations on the way forward for your beverage production business. If approved this may include costs, timelines and associated approval dependencies. You must prepare to meet approval conditions and be ready to action and maintain these requirements.

Upon receiving determinations and/or approvals and conditions it is important that you check all documents, including advice notes prior to operating. Noting these may include but are not limited to:

- Liquor licensing
- Production limits
- Water access constraints
- Further consultant reports
- Opening hours
- Noise, odour and light (sensitive receptors)
- Traffic management
- Trade waste and domestic wastewater management, compliance and reporting
- Site inspection

## PHASE 5 – PREPARE TO OPERATE

Be prepared for inspections and understand your ongoing compliance obligations.

- Anticipate you will be required to demonstrate regulatory requirements have been met. This may include the following inspections:
  - Health
  - Building
  - Liquor licensing
  - Water and environmental licensing
  - Apparatus and equipment installation
  - Operationally compliant and safe
  - Structural compliance and safety
  - Structure positioning
- Prepare for ongoing reporting (where required to meet compliance obligations).

## PHASE 6 – MANAGE BUSINESS RESPONSIBILITIES

At this stage you will be operational and should be connecting with industry and relevant government departments to ensure you are aware of grant opportunities, annual fees and regular reporting requirements. Set up your business communication flow to review and/or receive relevant reminders regarding approval conditions.

- Check your determination conditions for ongoing reporting requirements:
  - Water – volume and meter
  - Effluent disposal – volume
  - Trade waste - quality and quantity monitoring
  - Production volumes
- Make yourself aware of:
  - Annual fees and charges (refer to business plan) and prepare for them
  - Annual inspections
  - Ongoing support and networking eg. industry associations, SBDC, Chamber of Commerce

## PHASE 7 – GROW AND DIVERSIFY

Be aware that increased production, diversification and/or market extension may impact current approval conditions and require resubmission and determinations.

- Changes to product variety, climate and market growth could impact current approval conditions; and may require resubmissions of applications and determinations
- Revisit your local government or specific state or federal agency to raise your awareness and prepare for the regulatory impacts from:
  - Increasing patron numbers
  - Increasing production
  - Diversifying
  - Developing new products
  - Considering co-location with other businesses
- Sign up for alerts for industry grants and incentives (eg. industry associations, DPIRD, SBDC, Chamber of Commerce).