

Application to Register a Food Premises

Food Act 1984

Council Use Only

Application Number :-

Application Date:-

Ledger Number:-

Southern Grampians Shire Council

Tel: 03 5573 0256 www.sthgrampians.vic.gov.au

Information for Food Businesses – Food Act Registration or Notification

The Food Act 1984 (the Act) regulates the sale of food for human consumption. From 1 July 2010 a new food premises classification system applies to all food premises operating in Victoria.

If your business sells food you must either register with, or notify, the council in which the premises is located. This information sheet explains whether you will need to **register** or **notify**.

Please note: You must attach this page to your application or notification to register, renew or transfer a food premises forms.

Food Act Application for Registration or Notification

There are now four classes of food premises – class 1, class 2, class 3 and class 4. The new classification system means that regulatory requirements are better matched to the level of food safety risk associated with the food handling activities at different types of premises. Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, the new classes are:

- Class 1 – hospitals, child care centres and aged care services which serve high risk food.
- Class 2 – other premises that handle high risk food unpackaged food.
- Class 3 – premises that handle unpackaged low risk food or high risk pre-packaged food, and warehouses and distributors.
- Class 4 – as described below.

Classes 1, 2 and 3 premises must **register** with the council

Class 4 premises must **notify** the council.

You will be a class 4 premises and only need to notify if your only food handling activities are as follows:

- The sale of shelf stable pre-packaged low risk food such as confectionery, crisps, frozen ice cream, milk, bottled drinks – for example, newsagents, pharmacies, video stores and some milk bars.
- The sale of packaged alcohol – for example, bottle shops.
- The sale of uncut fruit and vegetables – for example, farmers markets, green grocers and wholesalers.
- Wine tasting (which can include serving low risk food or cheese).
- The sale of packaged cakes (excluding cream cakes).
- The supply of low risk food, including cut fruit, at sessional kindergarten or child care.
- Simple sausage sizzles at stalls, where the sausages are cooked and served immediately. This means sausages, sauce, onions and bread. (This does not include hamburgers or other high risk foods).

For a full list of class 4 activities go to <http://www.health.vic.gov.au/foodsafety>

Please mark one of the following:

1. The only food handling activities at my premises are as described above.
Please complete a notification of a food premises form and submit to council for confirmation.
2. The food handling activities carried out at my food premises involve other activities that are not listed above.

If you marked box 2, you may be required to register with the council.

Please contact the council to discuss:

- the process for registering your premises using the application to register a food premises form; and
- when your premises is a class 1, 2 or 3. This will decide whether you require a food safety program and/or a food safety supervisor.

If you operate a **supported residential service** you will need to inform the council whether the majority of your residents are aged persons.

Council will ask if you handle or intent to handle high risk foods. This means foods that require temperature control (refrigeration or heating). For example meats, chickens, fish smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

The attached notification of a food premises form may not be used by your council for community group events. Please contact your council to obtain the appropriate form.

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IMPORTANT – Please read the pre-application information section at the beginning of this form. If your premises is listed as a class 4, please complete a notification form instead of this registration form.

Proprietor Details

Title* Surname* Given Name(s) *

If the proprietor is a company or association, specify name of person completing the application and authority (eg. Director of Company)

Authority

e.g. Director of company

Business Name Company Name (if applicable)

Street Address / Postal address*

Suburb / Town* State * Postcode *

Please provide at least one phone number and include the area code *

Business Phone Home phone Business Fax Mobile

Email

Premises Details

Trading name of Premises

Premises

Street address

Suburb State Postcode

Contact person at premises (if not the proprietor)

Title* Surname* Given Name(s) *

Please provide at least one phone number and include the area code *

Business Phone Home phone Business Fax Mobile

Email

Type of food Premises Number of EFT Staff

e.g. video store, news-agency

*Equivalent Full-Time

Food vehicle details (if applicable)

Registration Number

Make

Model

At what address is the vehicle garaged when not in use?**Street address****Suburb****State****Postcode****Community group**

A community group is a not for profit organisation or a person(s) undertaking a food handling activity solely for the purpose of raising funds for charitable purposes or for a not for profit organisation.

Are you a community group that sells food up to two consecutive days at a time and most food handlers are volunteers?

 Yes No

- If NO, go to section: Food related details

If YES, are you selling ready to eat high risk food?

 Yes No

- If NO, you are classified as a class 3. Go to section: Classification

If YES, is all of the high risk food cooked on site with the intention of serving immediately?

 Yes No

- If YES, you are classified as a class 3. Go to section: Classification.
- If NO, you are a class 2, however you are exempt from the food safety supervisor requirements. Go to section: Classification

Food related details

This section is to be completed in discussion with the local council. The answers will determine the classification of your food premises - class 1, 2 or 3

Q1. Are you a wholesaler / distributor of pre-packaged food? Yes No

- If YES, is this the only food handling activity at your premises? Yes No
 - ✓ If YES, you are classified as a class 3. Go to section: Classification
 - ✓ If NO, proceed to question 2

Q2. Is the food prepared or served exclusively for people or patients in an aged care service, hospital, or meals on wheels service? Yes No

- ✓ If YES, you are classified as a class 1. Go to section: Classification
- ✓ If NO, proceed to question 3

Q3. Is the food prepared or served exclusively for children at a childcare centre? Yes No

- ✓ If NO, proceed to question 4
- ✓ If YES, is the food high risk? Yes No
 - ✓ If YES, you are classified as a class 1. Go to section: Classification
 - * If NO, proceed to question 5.

Q4. Are you a greengrocer that only sells fruit, vegetables &/or packaged food? Yes No

- * If NO, proceed to question 5.
- ✓ If YES, do you prepare fruit salad, fruit juice or salads? Yes No
 - ✓ If YES, you are classified as a class 2. Go to section: Classification
- ✓ If NO, do you cut/slice fruits and vegetables? Yes No
 - ✓ If YES, you are classified as a class 3. Go to section: Classification
- ✓ If NO, you do not require Food Act registration. You only need to complete the notification form.

If none of the above apply to your premises, the classification of your premises will depend upon the risk associated with your food handling activities such as refrigeration and cooking. Please answer the following questions to assist council in determining whether your premises is a Class 2 or 3.

Q5. Do you handle any food that does not require refrigeration?

Yes No

✓ Is any of the food pre-packaged?

Yes No

✓ Is any of the food being prepared/made and sold directly to the public?

Yes No

✓ Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?

Yes No

✓ Is any of the food being re-packaged?

Yes No

Q6. Do you refrigerate, cook and/or reheat food?

Yes No

✓ Is any of the food pre-packaged?

Yes No

✓ Is any of the food unpackaged?

Yes No

✓ Is any of the food being prepared and sold directly to the public?

Yes No

✓ Is any of the food being manufactured and sold to retail shops/wholesale/distributor?

Yes No

Classification

Following discussion with the Council about your food handling activities, select your food premises classification below as advised by your Council:

Food Premises Classification * Class 1 Class 2 Class 3

Classification selection is necessary so that you can complete the remainder of this application form.

For further information, refer to the Food Classification Tool at www.foodsmart.vic.gov.au/foodclass/

If your food premise is classified as a class 1 or 2, go to section: Food Safety Program (FSP).

If your food premises is classified as a class 3, proceed directly to section: Declaration

Food Safety Program

Class 1 and 2 food premises only.

You must complete either question (1) Standard Food Safety Program or question (2) Non Standard Food Safety Program, depending on the type of program used at your premises

Q1. Do you have a Standard Food Safety Program? Yes No

If NO Proceed to question Q2

If YES please select the type of FSP and proceed to section: Food safety supervisor

Food Safety Program Template for Class 2 Retail & Food Service Businesses No. 1. Version 2

Food Smart (Online)

Other FSP template registered by the Secretary of Department Health

Name of program

Registered number of template

Q2. Do you have a Non Standard Food Safety Program (Independent FSP)?

Yes No

Has the premises been audited by an approved food safety auditor?

Yes No

If the answer is NO, specify when the premises is to be audited

Date of Audit

Name of food safety program

Declared QA Food Safety Program

Has the FSP been prepared under a QA system or code declared under the Food Act? Yes No

If NO proceed to section: Food safety supervisor

If YES complete the following details:

- Specify the declared QA system or code:
- Audit certificate attached Yes No
- If YES, attach the certificate from the food safety auditor confirming that the program has been prepared under and conforms with that QA system or code.

If NO, specify the date when the audit is to be undertaken

Does the FSP include competency based or accredited training for staff of the premises? Yes No

If YES you are exempt from the food safety supervisor requirement.

Required documents

There are no attachments if you have a template standard food safety program

Class 1 Premises - copy of the non-standard / independent food safety program Only (1) Copy

Class 1 Premises - A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable. Only (1) Copy

Class 2 Premises - A current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act only if available. Only (1) Copy

Class 2 Premises - if you have not attached the current certificate from an approved auditor - attach a copy of the non-standard / independent food safety program. (Do not attach QA Systems)

All new/altered Food Premises - Floor Plans Only (1) copy

Plans to scale showing the layout of all fixtures, fittings, equipment, grease trap and floor waste drain/s. Indicate the uses of each room and outdoor areas (all rooms includes storage and rubbish areas). Include plans for any mechanical exhaust systems.

All new/altered Premises Food Premises - Specifications Only (1) copy

Specifications describing the materials to be used; walls, floor and ceiling finishes and ventilation and lighting (natural and artificial) details; details of the mechanical exhaust system to be installed over cooking equipment.

Food safety supervisor

Class 1 and 2 food premises only.

By checking this box I confirm that I have read and understood all the statements above *

Please note that a food safety supervisor is not required if the food premises:

- has a declared QA food safety program that includes competency based or accredited training for staff of the premises; or
- is a community group that is exempt as described on page 2 of this form.

Payment Details

Please contact Council to confirm the applicable fee to register a food business under Food Act 1984 (Vic)

Declaration

Class 1, 2 & 3 food premises

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application is a legal document and penalties exist for providing false or misleading information

Class 3 food premises only

- In addition to the above and by ticking this box, I acknowledge that I will ensure that the appropriate minimum records required under the Food act for the premises will be kept.

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).

If the business is owned by a company or association - the applicant on behalf of that body must sign and print their name.

Proprietor

Signature

Signature

Print applicant name

Print applicant name

Date

Date

Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to http://www.sthgrampians.vic.gov.au/Page/Page.asp?Page_Id=263&h=-1.

Lodgement

In order to successfully lodge this form please use the details provided below:

POST:

Southern Grampians Shire Council
Environmental Health
Locked Bag 685
Hamilton Vic 3300

Email: council@sthgrampians.vic.gov.au
Website: www.sthgrampians.vic.gov.au
Telephone: 03 5573 0256

IN PERSON:

1 Market Place
Hamilton Vic 3300

FAX:

03 5571 1068