

Health

Application to register a food premises

Food Act 1984

Guidance information

Information for food businesses – Food Act registration or notification

The Food Act 1984 (the Act) regulates the sale of food for human consumption. 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.

Food Act application for registration or notification

There are four classes of food premises – Class 1, Class 2, Class 3 and Class 4. The 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 classes are:

- Class 1 – hospitals, child care centres and aged care services serving high risk food.
- Class 2 – other premises that handle high risk and/or unpackaged food.
- Class 3 – premises that handle unpackaged low risk food or high risk pre-packaged food, 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 described as Class 4. Please complete a notification of a food premises form and submit to council.
2. The food handling activities carried out at my food premises involve activities other than Class 4.

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

Please contact the council to discuss:

1. the process for registering your premises using the application to register a food premises form; and
2. other requirements for Class 1, 2 or 3. This will include 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 intend 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.

Health

Application to Register a Food Premises

Food Act 1984

Important. Please read the **guidance information** at the beginning of this form. If your premise is listed as a Class 4 premise, 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

Premise details

Trading name of 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 Type of food prepared Number of staff

e.g. video store, news-agency

Temporary/Mobile Food

Streatrader requirements:

Do you have a mobile or temporary food premises associated with this fixed premises registration?

Yes

No

Please note if you ticked 'Yes' an additional fee of \$100 will be added to your application.

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.

YES NO

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

If No, go to **Food related details**

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

If No, you are classified as a class 3. Go to **Classification**

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

If Yes, you are classified as a class 3. Go to **Classification**.

If No, you are a class 2, however you are exempt from the food safety supervisor requirements. Go to **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

YES NO

Q1. Are you a wholesaler / distributor of pre-packaged food?

If Yes, is this the only food handling activity at your premises?

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?

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? If NO, proceed to question 4

If Yes, is the food high risk?

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?

If No, proceed to question 5

If Yes, do you prepare fruit salad, fruit juice or salads?

If Yes, you are classified as a class 2. Go to section: Classification

If No, do you cut/slice fruits and vegetables?

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

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

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

Is any of the food pre-packaged?

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

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

Is any of the food being re-packaged?

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

Is any of the food pre-packaged?

Is any of the food unpackaged?

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

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

Classification

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

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 <http://dofoodsafely.health.vic.gov.au/foodclass/>.

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

If your food premises is classified as a class 3, proceed directly to **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

YES NO

Q1. Do you have a Standard Food Safety Program?

- 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 (if so, please detail below)

Name of program

Registered No of template

Q2. Do you have a non-standard Food Safety Program?

(Independent FSP)?

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

If the answer is No, your food safety program will need to be audited within 3 months of commencement of trade. A list of approved auditors can be found at www.health.vic.gov.au/foodsafety/bus/auditing.htm.

If you answered No to question 4 in the Food Related Details section, you do not need to complete this form. Complete only a Notification form, available from Council.

Declared QA Food Safety Program

YES NO

Has the FSP been prepared under a QA system or code declared under the Food Act?

- If No proceed to: **Food safety supervisor**
- If Yes complete the following details:

Specify the declared QA system or code:

Audit certificate attached

- 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?

- If Yes you are exempt from the food safety supervisor requirement

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.

Name of food safety supervisor

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

Class 1 Premises – Copy of Food Safety Supervisor certificates

Class 2 Premises – Copy of completed questionnaire for standard food safety program template. (attach copy imperative records)

Class 2 Premises – Copy of Food Safety Supervisor certificates

Class 2 Premises – Copy of food safety program (if not using registered template)

Payment Details

The fee for registration of a food business depends upon your classification and number of food handling staff. Please contact Nillumbik Shire Council- Health to determine your current applicable fees for class 1, class 2 and class 3 premises.

Payments may be made by cash or cheque.

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.

Signature

Print applicant name

Date

Signature

Print applicant name

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 Council Privacy statement located at: www.nillumbik.vic.gov.au/General/Privacy

Lodgement

Applications may be lodged in person at Nillumbik Shire Council Offices:

Civic Drive, Greensborough, Victoria

Or mailed to PO Box 476 Greensborough VIC 3088

Applications may be emailed providing cheque for payment is sent by post.

Email to: health.services@nillumbik.vic.gov.au

Telephone: 03 9433 3340

Fax: 03 9433 3777

www.nillumbik.vic.gov.au

Form valid 01/07/2016-30/06/2017