

# FOOD BUSINESS REGISTRATION FINAL APPROVAL CHECKLIST



The following items must be completed before you are granted registration with Council under the *Food Act 1984*.

## PREMISES

- ☐ All works completed (no tradesmen should be onsite)
- ☐ Premises appropriately cleaned and sanitised
- ☐ All equipment operational (fridges, freezers, Bain Marie operating at correct temperature)
- ☐ All hand wash basins have an adequate supply of warm water, liquid soap and paper towel
- ☐ Hot water and cold water available to all sinks (including mop sink)
- ☐ Probe thermometer available at premises and alcohol swabs for cleaning the probe
- ☐ No smoking signage displayed as applicable

## CLEANING EQUIPMENT

- ☐ Appropriate cleaning chemicals available onsite (detergent, degreaser)
- ☐ Cleaning equipment available onsite
- ☐ Food grade sanitiser available onsite (staff must be able to demonstrate the correct use of sanitiser including dilution ratios, contact time or if rinsing is required)

## FOOD SAFETY PROGRAM (FSP)

- ☐ Class 1 – Independent FSP approved by a third party auditor
- ☐ Class 2 – Businesses that require an FSP must operate an Independent Food Safety Program approved by a third party auditor or use the State FoodSmart program.

### NOTE:

- The FSP must cover all high risk activities in your food business
  - Manufacturers must have an independent FSP regardless of Class and cannot use FoodSmart
  - Only certain food processes in Class 2 retail businesses require an FSP
- (See the eight gazetted high-risk activities on the Victorian Dept. of Health website)

## FOOD SAFETY SUPERVISOR – CLASS 1, 2 & 3A

- ☐ Food Safety Supervisor nominated and copies of accredited food hygiene training certificates submitted to and approved by Council

## IMPORTANT DOCUMENTATION

- ☐ Certificate of Compliance – Mechanical Ventilation: For compliance with Australian Standard 1668 part 1 & 2
- ☐ Certificate of Compliance – Plumbing: A compliance certificate is issued by a licensed plumber to certify that the work they carry out complies with the relevant plumbing standards, codes and regulations. Only a licensed plumber may issue a compliance certificate.

## OTHER COUNCIL PERMITS

You are responsible for ensuring that all other applicable Council permits have been obtained including:

- ☐ *Planning Permit* – Change of use, liquor licensing, parking waiver etc. Please contact Council's Planning Unit on Ph. 9433 3111 if you require further information.
- ☐ *Building Permit* - Change of use, final inspection for occupancy permit. Please contact Council's Building Unit on Ph. 9433 3243 if you require further information.
- ☐ *Footpath Trading Permit* – Display goods, A-frame signs, outdoor dining. Please contact Council's Community Safety Team on Ph. 9433 3111 if you require more information.

## **FINAL APPROVAL**

Complete the Registration Application Form and pay the registration fee prior to the final inspection and return to [health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au)

Following a satisfactory final inspection and the Authorised Officer is satisfied that all requirements have been met, you will receive a final inspection report and a Food Act Registration Certificate will be issued.

Environmental Health

T 9433 3340

[health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au)