

INFORMATION - NOTIFICATION OF A FOOD PREMISES (CLASS 4)

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**.

****You must attach this page to your application or notification to register or transfer a food premises form****

Food Act Application for Registration or Notification

There are 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.

Classes 1, 2 and 3 Premises must Register with the Council.

Class 4 Premises must Notify the Council.

Class 1 has the highest and **class 4** the lowest level of legal requirements.

- **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.

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 tick one of the following:

1. The only food handling activities at my premises are as described above as Class 4. *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 as Class 4. *You may be required to register - 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.

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.

The attached food notification form is not for once off or temporary community group events.

Please contact council find out how to register for these events.

IMPORTANT – This form is only applicable to **Class 4** food premises. Please read the pre-application information section at the beginning of this form which describes Class 4 food handling activities. If there are any other food handling activities, contact Council as this may alter your food premises classification.

Fields marked with an asterisk (*) are mandatory and must be completed

Section 1: Proprietor Details

Title:	First Name*:	Last Name*:
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If the proprietor is a company or association specify the name of person completing the application and authority

Authority or Position: e.g. Director, Sole proprietor, Partner		
Business Name:		
Company name (if applicable):		
Street Address*:		
Suburb / Town*:	State*:	Postcode*:
Postal Address*:		
Suburb / Town*:	State*:	Postcode*:

Please provide at least one phone number and an email address:*

Business Phone:	After Hours Phone:
Business Fax:	Mobile:
Email*:	

Section 2: Premises Details

Trading Name of Premises*:

Premises Address:

Street Address*:		
Suburb / Town*:	State*:	Postcode*:
Postal Address*:		
Suburb / Town*:	State*:	Postcode*:

Contact person at the Premises (if not the Proprietor)

First Name:	Last Name:
Business Phone:	After Hours Phone:
Business Fax:	Mobile:
Email*:	

Type of food premises * (e.g. Café, Restaurant)

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Premises Drinking Water Supply Details (Please tick)		Premises Wastewater Disposal Details (Please tick)	
<input type="checkbox"/>	Town Water	<input type="checkbox"/>	Reticulated Sewerage
<input type="checkbox"/>	Private Tank Water	<input type="checkbox"/>	Septic Tank/Onsite Wastewater System

Food Vehicle Details (if applicable)

Registration Number:	Make:	Model:
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At what address is the vehicle garaged when not in use?

Street Address*:		
Suburb / Town*:	State*:	Postcode*:

Section 3: Food Handling Activity at the Premises

Type of food handling activity (choose from the list below):

A food premises at which the only food handling activities are one or more of the following:

- The Sale to members of the public of:
 - 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; or
 - Sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce when cooked and sold at a temporary food premises or by a non-profit body; or
 - Packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or
 - Biscuits, tea or coffee (with or without milk or soy milk) at a temporary premises by a community group; or
- A Wine tasting for members of the public, which may include the service of cheese or low risk food that has been prepared and is ready to eat; or
- The Sale to members of the public or the wholesale of whole (uncut) fruit or vegetables; or
- The handling of Low risk food or cut fruit or vegetables and the serving of that food to children at a sessional children's service.

Section 4: Declaration

I understand and acknowledge that:

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

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.

By marking this checkbox I confirm that I have read and understood all of the statements above *

Applicant's Name *	Date *
Signature *	

Applicant's Name *	Date *
Signature *	

Please send your completed form to:

Pyrenees Shire Council

5 Lawrence Street, BEAUFORT Vic 3373

Ph. (03) 5349 1100 Fax. (03) 5349 2068

pyrenees@pyrenees.vic.gov.au

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The Pyrenees Shire Council considers that the responsible handling of personal information is a key aspect of democratic governance and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy and Data Protection Act 2014. The personal information required on this form will only be used by Council for the purpose of processing this application. The information will not be disclosed to any other party unless Council is required to do so by law. You can view and change the information by contacting Customer Service on 03 5349 1100 during business hours.

To view Council's privacy policy, please either visit Council's offices or go to Council Privacy statement located at:

<https://www.pyrenees.vic.gov.au/privacy>