

INFORMATION - REGISTRATION OF A FOOD PREMISES

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.

****You must attach this page to your application to register 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.

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.

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

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

IMPORTANT – Please read the pre-application information section at the beginning of this form which describes Class 4 food handling activities. If your premise type is listed as a Class 4, please complete a notification form instead of this registration form. If you are unsure of your classification please contact us before applying.

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

Section 1: Proprietor Details

Reason for Application	<input type="checkbox"/> New premises <input type="checkbox"/> Change of ownership »If Change of Ownership , proposed change of ownership date:
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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*:

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

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Premises Address:

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

Drinking Water and Wastewater Details:

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

Contact person at the Premises (if not the Proprietor)

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

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: 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.

<p>1. Are you a community group that sells food up to two consecutive days at a time and most food handlers are volunteers?</p> <p>»If NO, go to Section 4: Food related details</p> <p>»If YES, go to question 2 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Are you selling ready to eat high risk food?</p> <p>»If NO, you are classified as a Class 3. Go to Section 5: Classification »If YES, go to question 3 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Is all of the high risk food cooked on site with the intention of serving immediately?</p> <p>»If NO, you are a Class 2, however you are exempt from the Food Safety Supervisor requirements. Go to Section 5: Classification</p> <p>»If YES, you are classified as a Class 3. Go to Section 5: Classification</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 4: Food Related Details

This section is to be completed in discussion with your Local Council. The answers will determine the Classification of your food premises - Class 1, 2 or 3.

<p>1. Are you a wholesaler / distributor of pre-packaged food?</p> <p>»If YES, is this the only food handling activity at your premises?</p> <p>»If YES, you are classified as a Class 3. Go to Section 5: Classification »If NO, go to question 2 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»If YES, you are classified as a Class 3. Go to Section 5: Classification »If NO, go to question 2 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>2. Is the food prepared or served exclusively for people or patients in an ages care service, hospital or meals on wheels service?</p> <p>»If YES, you are classified as a Class 1. Go to Section 5: Classification »If NO, go to question 3 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>3. Is the food prepared or served exclusively for children at a childcare centre?</p> <p>»If NO, go to question 4 below.</p> <p>»If YES, is the food high risk?</p> <p>»If YES, you are classified as Class 1. Go to Section 5: Classification »If NO, go to question 4 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»If YES, is the food high risk?</p> <p>»If YES, you are classified as Class 1. Go to Section 5: Classification »If NO, go to question 4 below.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>4. Are you a greengrocer that only sells fruit, vegetables &/or packed food?</p> <p>»If NO, go to question 5 below.</p> <p>»If YES, do you prepare fruit salad, fruit juice or salads?</p> <p>»If YES, you are classified as Class 2. Go to Section 5: Classification</p> <p>»If NO, do you cut/slice fruit and vegetables?</p> <p>»If YES, you are classified as Class 2. Go to Section 5: Classification</p> <p>»If NO, you do not require Food Act registration and only need to complete the notification form unless you also prepare and sell other types of food as well.</p> <p>If unsure please ask your Local Council.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»If YES, do you prepare fruit salad, fruit juice or salads?</p> <p>»If YES, you are classified as Class 2. Go to Section 5: Classification</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»If NO, do you cut/slice fruit and vegetables?</p> <p>»If YES, you are classified as Class 2. Go to Section 5: Classification</p> <p>»If NO, you do not require Food Act registration and only need to complete the notification form unless you also prepare and sell other types of food as well.</p> <p>If unsure please ask your Local Council.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>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</p>		
<p>5. Do you handle any food that does not require refrigeration?</p> <p>»Is any of the food pre-packaged?</p> <p>»Is any of the food being prepared/made and sold directly to the public?.....</p> <p>»Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?</p> <p>»Is any of the food being re-packaged?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»Is any of the food pre-packaged?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»Is any of the food being prepared/made and sold directly to the public?.....</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>.....</p> <p>»Is any of the food being re-packaged?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. Do you refrigerate, cook and/or reheat food?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
»Is any of the food pre-packaged?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
»Is any of the food unpackaged?.....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
»Is any of the food being prepared and sold directly to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
»Is any of the food being manufactured and sold to retail shops/wholesale/distributor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 5: 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 business classifications – predetermined page at:
<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/foodbusiness-classification-predetermined>

If your food premise is classified as a **Class 1** or **2**, go to section: **Section 6: Food Safety Program (FSP)**.
 If your food premise is classified as a **Class 3**, proceed directly to section: **Section 9: Declaration**.

Section 6: Food Safety Program (FSP)

Class 1 and 2 food premises only.

You must complete either **Q1 Standard Food Safety Program** or **Q2 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: **Section 8: Food safety supervisor**

Food Safety Program Template for Class 2 Retail & Food Service Businesses No. 1. Version 3

Food Smart (Online)

Other FSP template registered by the Secretary of the Department of Health and Human Services
 (please specify below)

Name of Program	Registered number of template
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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 and the name of the program below:

Date of Audit	Name of Food Safety Program
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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: **Section 8: Food safety supervisor** »If **YES** complete the following details:

Specify the declared QA system or code	
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»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	
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»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.

Section 7: 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
 - A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable.
- 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.
 - 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)

Section 8: 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 3 of this form.

Details of your Accredited Food Safety Supervisor (attach a copy of certificate)

First Name:	Last Name:
Contact Phone Number:	
Email:	

Section 9: 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

<input type="checkbox"/>	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.
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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.

Applicant's Name *	Date *
Signature *	
Applicant's Name *	Date *
Signature *	

Payment Details

Charges for the registration of premises under the *Food Act 1984* are for the period 1 January to 31 December. Current fees are listed on Council's website.

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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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>