

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 form.

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 <https://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

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 ticked 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
- Whether 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, chicken, fish small goods, 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.

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.

PROPRIETOR DETAILS

Title: Surname:

Given Name(s):

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

Authority:

Company Name: (if applicable)

e.g. Director of company

Address

Street Address:

Town:

P/Code

Postal Address (if different from street address):

Phone:

Mobile:

Fax:

Email:

PREMISES DETAILS

Trading Name of Premises:

Premises Address

Street Address:

Town:

Postcode:

Type of Food Premises:

Food Vehicle Details (if applicable)

Registration Number: Make:

Model:

At what address is the vehicle garaged when not in use?

Street Address:

Town:

Postcode:

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, bread and sauce
 - packaged or covered cakes (other than cakes with a cream filling)
 - biscuits, tea or coffee (with or without milk or soy milk)
- or a wine tasting for members of the public, which may include the serving 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.

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 the statements above

Applicant Signature:

Print Name:

Date:

Applicant Signature:

Print Name:

Date:

PRIVACY

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally we may use your details for our own research purposes or to let you know about other council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in future please call (03) 5478 0100.

LODGEMENT

Note: You are required to sign this form.

Print form - lodge your application (including form, any required supporting information and necessary payment)



Mail: Buloke Shire Council
PO Box 1,
Wycheproof Vic 3527



In Person:
Wycheproof - 367 Broadway, Wycheproof

Telephone: (03) 5478 0100
Fax: (03) 5493 7395
Email: buloke@buloke.vic.gov.au
www.buloke.vic.gov.au