

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 Application to Transfer 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

Please read the pre-application information section at the beginning of this form. If your premise is listed as a class 4, please complete a notification form instead of this registration form

EXISTING 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: _____

PROPOSED (NEW) 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) _____

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:

Contact person at premises (if not the proprietor)

Title: Surname:

Given Name(s):

Phone:

Mobile:

Fax:

Email:

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:

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.

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

Yes No

If NO, go to section: Food related details

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

Yes No

If NO, you are classified as a class 3. Go to section: Classification

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

Yes No

If YES, you are classified as a class 3. Go to section: Classification.

If NO, you are a class 2, however you are exempt from the food safety supervisor requirements. Go to section: 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 - class 1, 2 or 3

Q1. Are you a wholesaler / distributor of pre-packaged food? Yes No

If YES, is this the only food handling activity at your premises? Yes No

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? Yes No

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? Yes No

If NO, proceed to question 4.

If YES, is the food high risk? Yes No

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? Yes No

If NO, proceed to question 5.

If YES, do you prepare fruit salad, fruit juice or salads? Yes No

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

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

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? Yes No

Is any of the food pre-packaged? Yes No

Is any of the food being prepared/made and sold directly to the public? Yes No

Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor? Yes No

Is any of the food being re-packaged? Yes No

Q6. Do you refrigerate, cook and/or reheat food? Yes No

Is any of the food pre-packaged? Yes No

Is any of the food unpackaged? Yes No

Is any of the food being prepared and sold directly to the public? Yes No

Is any of the food being manufactured and sold to retail shops/wholesale/distributor? Yes No

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 Classification Tool at www.foodsmart.vic.gov.au/foodclass/

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

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

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 Yes No

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

Name of Program: _____

Registered Number of Template: _____

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:

Date of Audit: _____

Name of Food Safety Program: _____

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: Food safety supervisor

If YES complete the following details:

- Specify the declared QA system or code: _____

- 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 _____

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.

SUPPORTING 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 Only (1) Copy

- Class 1 Premises - A current certificate from an approved food safety auditor indicating that the FSP is adequate only

If applicable. Only (1) Copy

- 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. Only (1) Copy

- Class 2 Premises - 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)

FOOD SAFETY SUPERVISOR

Class 1 and 2 food premises only.

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises.

Name of food safety supervisor: _____ (Please attach copy of Certificate)

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.

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.

Existing Proprietor

Signature: _____ Print Name: _____ Date: _____

Signature: _____ Print Name: _____ Date: _____

Proposed New Proprietor

Signature: _____ Print Name: _____ Date: _____

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.

PAYMENT DETAILS

Contact Council to confirm the fees .


How to pay:


- By Cash or Cheque - At Buloke Shire Council Wycheproof Office
- Or Via post (Cheques Only) to Buloke Shire Council, PO Box 1, WYCHEPROOF 3527

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