



## Application to Renew a Food Premises

Food Act 1984

Receipt No .....  
Amount Paid .....  
Date Paid .....  
Certificate No. ....  
Date Issued .....  
Debtor No .....

### 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 <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

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 smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

**The attached application to renew registration 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.**

#### PRIVACY NOTIFICATION

The personal information requested on this form is being collected by Council to ensure compliance with the Food Act (including subordinate legislation). The personal information will be used solely by Council for that primary purpose or directly related purposes. By completing this document, the applicant understands that the personal information provided is to ensure compliance with the Food Act (including subordinate legislation), and that they may apply to Council for access to and/or amendment of the information.

#### Return with payment to:

Public Health Services  
Swan Hill Rural City Council  
PO Box 488  
SWAN HILL VIC 3585

Ph: (03) 5036 2591  
Fax: (03) 5036 2340  
Email: [foodsafety@swanhill.vic.gov.au](mailto:foodsafety@swanhill.vic.gov.au)



# Application to Renew a Food Premises

Food Act 1984

**IMPORTANT** – Please read the pre-application information section at the beginning of this form. If your food handling practices have altered at the premises in the last 12 months please notify your council as this may alter your food premises classification.

**(ALL SECTIONS MUST BE COMPLETED)**

## Proprietor details

Title  Surname  Given name(s)

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

Authority  Business name (and company if applicable)

e.g. Director of company

Street address / Postal address

Suburb / Town  State  Postcode

Please provide at least one phone number and include the area code

Business phone  Home phone  Business fax  Mobile

Email

## Premises Details

Trading name of premises

### Premises address

Street address

Suburb / Town  State  Postcode

### Contact person at premises (if not the proprietor)

Title  Surname  Given name(s)

Please provide at least one phone number and include the area code

Business phone  Home phone  Business fax  Mobile

Email

Type of food premises

**Food vehicle details** (this section is for businesses that are selling food from their approved food vehicle only)

Registration number

Make

Model

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

Street address

Suburb / Town

State

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 for up to two consecutive days at a time and most food handlers are volunteers?**

If NO, go to section: Food related details

Yes

No

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

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

Yes

No

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

If YES, go to section: Food related details

If NO, you are a class 2, however you are exempt from the food safety supervisor requirements. Go to section Classification

Yes

No

**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?**

If YES, is this the only food handling activity at your premises?

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

If NO, proceed to question 2

Yes

No

Yes

No

**Q2. Is the food prepared or served exclusively for people or patients in an aged care service, hospital, or meals on wheels service?**

If YES, you are classified as a class 1. Go to section: Classification

If NO, proceed to question 3.

Yes

No

**Q3. Is the food prepared or served exclusively for children at a childcare centre?**

If NO, proceed to question 4

If YES, is the food high risk?

If YES, you are classified as a class 1. Go to section: Classification

If NO, proceed to question 5

Yes

No

Yes

No

**Q4. Are you a greengrocer that only sells fruit, vegetables and/or packaged food?**

If NO, proceed to question 5.

If YES, do you prepare fruit salad, fruit juice or salads?

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

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

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

Yes

No

Yes

No

Yes

No

If NO, you do not require Food Act registration. You only need to complete the notification form

If none of the above applies to your premises, the classification of your premises will depend upon the risk associated with your food handling activities such as refrigeration and cooking, Please answer the following questions to assist the council in determining whether your premises is a class 2 or 3.

<b>Q5. Do you handle any food that does not require refrigeration?</b>	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
<b>Q6. Do you refrigerate, cook and/or reheat food?</b>	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 sold 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 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 <http://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 (FSP)**

**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?** Yes  No

- If NO, proceed to question 2.
- If YES, please select the type of FSP and proceed to section: Food Safety Supervisor
- 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 of Health

Name of program	Registered number of template
<input type="text"/>	<input type="text"/>

**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 in the previous 12 months? Yes  No

If the answer is NO, please specify when the premises is to be audited.

Date of audit	Name of Food Safety Program
<input type="text"/>	<input type="text"/>



**Class 1 premises only**

Has the food safety program been significantly revised since the last copy was provided to the council?

Yes  No

**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

**Required documents**

*There are no attachments if you have a template standard food safety program*

**Class 1 Premises - a copy of the non-standard/independent food safety program if it has been significantly revised since the last copy was provided to the council** Only (1) Copy

**Food Safety Supervisor**

**Class 1 and 2 premises only.**

**Food Safety Supervisor Details**

Title  Surname  Given name(s)

Street address / Postal address

Suburb / Town  State  Postcode

Please provide at least one phone number and include the area code

Business phone  Mobile  Course Codes: (MUST specify)

OR

Please provide "Proof of Enrolment" if course not completed:

**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.

**Water Supply**

Type of water used for food preparation eg; mains water supply, tank water:

## Declaration

### **Class 1, 2 & 3 premises**

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

### **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.

Applicant signature

Applicant signature

Print applicant name

Print applicant name

Date

Date