



Application to Transfer 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 transfer 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



Application to Transfer a Food Premises

Food Act 1984

IMPORTANT – Please read the pre-application information section at the beginning of this form. If you plan to alter the type of food handled at the premises, you should discuss this with the council as it may alter your food premises classification.

(ALL SECTIONS MUST BE COMPLETED)

Existing 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

Proposed new 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) that owns the food premises

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
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
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
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
Q4. Are you a greengrocer that only sells fruit, vegetables and/or packaged food? If NO, proceed to question 5.	Yes	No
If YES, do you prepare fruit salad, fruit juice or salads? If YES, you are classified as a class 2. Go to section: Classification	Yes	No
If NO, do you cut / slice fruits and vegetables? If YES, you are classified as a class 3. Go to section: Classification	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.		
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 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.

Water Supply

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

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

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

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 – 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 available 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 haven't attached the current certificate from an approved auditor – attach a copy of the non-standard / independent food safety program. (Do not attach QA system) Only (1) Copy

Food Safety Supervisor

Class 1 and 2 premises only.

Food Safety Supervisor Details

Title	Surname	Given name(s)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Street address / Postal address

Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Business phone	Mobile	Course Codes: (MUST specify)	<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>

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.

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.

Existing Proprietor

Signature	Signature
<input type="text"/>	<input type="text"/>
Print name	Print name
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>

Proposed New Proprietor

Applicant signature	Applicant signature
<input type="text"/>	<input type="text"/>
Print applicant name	Print applicant name
<input type="text"/>	<input type="text"/>
Date	Date
<input type="text"/>	<input type="text"/>