

# Application to Register a Food Premises

*Food Act 1984*

Records Use

**IMPORTANT**

If your premises is listed as a Class 4, please complete a notification form instead of this registration form. If you have questions regarding your classification please contact the Environmental Health unit on 03 5772 0377 prior to completing this form.

## 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. Director of Company)

Authority

e.g. Director of company

Business name  Company name (if applicable)

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

Street address

Suburb  State  Postcode

Type of food premises   
e.g. video store, newsagency, café

Food vehicle details (if applicable)  
Registration number  Make  Model

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

Street address

Suburb

State

Postcode

Contact details of 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

### 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.*

Q1

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'**

Q2

Are you selling ready to eat high risk food?

YES / NO

If NO, you are classified as a Class 3. Go to section **'Classification'**

Q3

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 Environmental Health Unit. 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 proceed to question 2  
If NO, skip to question 3

Q2

Is the wholesale / distribution of pre-packaged food 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 3

Q3	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 ' <b>Classification</b> '  If NO, proceed to question 4
Q4	Is the food prepared or served exclusively for children at a childcare centre?	YES / NO If NO, proceed to question 5.  If YES, is the food high risk? YES / NO  If YES, you are classified as a Class 1. Go to section ' <b>Classification</b> '  If NO, proceed to question 5.
Q5	Are you a greengrocer that only sells fruit, vegetables &/or packaged food?	YES / NO  If NO, proceed to question 6.  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 ' <b>Classification</b> '  If NO, do you cut/slice fruits and vegetables? YES / NO  If YES, you are classified as a Class 3. Go to section ' <b>Classification</b> '  If NO, you do not require Food Act registration. You only need to complete the notification form.
Q6	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
Q7	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 Council about your food handling activities and based on the information obtained above, please select your food premises classification below:

Food Premises Classification \*

Class 1       Class 2       Class 3

For further information, refer to the Food Classification Tool at [www.foodsmart.vic.gov.au/foodclass/](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**.

**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 Q2

If YES please select the type of FSP and proceed to section '**Food Safety Supervisor**'

<input type="checkbox"/>	Food Safety Program Template for Class 2 Retail & Food Service Businesses No. 1. Version 2 (blue folder)
<input type="checkbox"/>	Food Smart (Online)
<input type="checkbox"/>	Other FSP template registered by the Secretary of Department Health

**Name of program**

**Registered number of template**

**OR**

**Q2. Do you have a Non Standard Food Safety Program (Independent FSP)?**

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

YES / NO

**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 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**

**Class 1 Premises - Copy of the non-standard / independent food safety program. (1) copy**

**Class 1 Premises - A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable. (1) copy**

**Class 2 Premises – If applicable, a current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act only if available. (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)**

**Class 2 Premises – A copy of the Food Safety Supervisor(s) certificate. (1) Copy**

**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 2 of this form.

**Payment Details**

**Food Premises registration fees 2019/2020**

Class 1 - \$402.90

Class 2 - \$325.00

Class 3 - \$183.00

Class 4 – No fee applicable, however you must complete a Notification form, not a registration 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 1984* 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.

**Proprietor**

Signature

Signature

Print applicant name

Print applicant name

Date

Date

**Privacy Statement**

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to Council Privacy statement located at: [www.murrindindi.vic.gov.au](http://www.murrindindi.vic.gov.au)

**Lodgement**

Please submit this form to:

Environmental Health Unit  
Murrindindi Shire Council  
PO Box 138, Alexandra Vic 3714

T: 5772 0377  
F: 5772 2291  
E: [msc@murrindindi.vic.gov.au](mailto:msc@murrindindi.vic.gov.au)