**New Food Premises Application**

The *Food Act 1984* (the Act) regulates the sales of food for human consumption.

If your business sells food you must either register with, or notify, the Council in which the Premises is located.

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| **Proprietor’s details** | | | | | | | | | | | | | | | | | | | | |
| Given name: | | | | | | | | | | | | | | Surname: | | | | | | |
| Organisation name (if applicable): | | | | | | | | | | | | | | | | | | | | |
| Street address: | | | | | | | | | | | | | | | | | | | | |
| Town/suburb: | |  | | | | | | | | | | | | State: | | Postcode: | | | | |
| Postal address (if different to above): | | | | | | | | | | | | | | | | | | | | |
| Town/Suburb | |  | | | | | | | | | | | | State: | | Postcode: | | | | |
| Mobile number: | | |  | | | | | | | | Other contact number: | | | | | |  | | | |
| Email: | | | | | | | | | | | | | | | | | | | | |
| **Premises details** | | | | | | | | | | | | | | | | | | | | |
| Trading Name: | | | | | | | | | | | | | | | | | | | | |
| Street address: | | | | | | | | | | | | | | | | | | | | |
| Town/suburb: | |  | | | | | | | | | | | | State: | | Postcode: | | | | |
| Type of food Premises: (café, home manufacturing, etc.) | | | | | | | | | | | | | | | | | | | | |
| Contact person at Premises: | | | | | |  | | | | | | | | Contact number: | | | |  | | |
| Email: | | | | | | | | | | | | | | | | | | | | |
| Sit in dining available: | | | | | | | | Yes / No | | | | | Will you have a liquor licence? | | | | | | | Yes / No |
| Will you sell tobacco products? | | | | | | | | Yes / No | | | | | Proposed start trading date: | | | | | | |  |
| **Mobile food Premises** | | | | | | | | | | | | | | | | | | | | |
| Are you a mobile food operator? | | | | | | | | Yes / No | | | | | Registration Number: | | | | |  | | |
| Make/Model of vehicle | | | |  | | | | | | | | | | | Colour: | | | |  | |
| **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 |
| Are you selling ready to eat high risk food? | | | | | | | | | | | | | | | | | | | | Yes / No |
| Is all of the high risk food cooked on site with the intention of serving immediately? | | | | | | | | | | | | | | | | | | | | Yes / No |
| **Food Activities (select all that apply)** | | | | | | | | | | | | | | | | | | | | |
|  | Unpackaged high risk foods:  ie. Sandwiches, salad, other food requiring temperature control | | | | | | | | Please specify: | | | | | | | | | | | |
|  | Unpackaged low risk foods:  ie. Cakes, coffee or shelf stable products that do not require temperature control | | | | | | | | Please specify: | | | | | | | | | | | |
|  | Pre-packaged foods:  ie. Snack food, chocolate | | | | | | | | Please specify: | | | | | | | | | | | |
| Other please specify: | | | | | | | | | | | | | | | | | | | | |
| **Types of food activities undertaken at the food business (select all that apply)** | | | | | | | | | | | | | | | | | | | | |
| **Food Storage** | | | | | | | | | | **Food Processing** | | | | | | | | | | |
|  | Cool Room | | | | | | | | |  | | Cooking | | | | | | | | |
|  | Fridge | | | | | | | | |  | | Reheating Food | | | | | | | | |
|  | Freezer (upright / chest) | | | | | | | | |  | | Cooling of cooked foods for later use | | | | | | | | |
|  | Walk in Freezer | | | | | | | | |  | | Sous Vide | | | | | | | | |
|  | Dry Store Room | | | | | | | | |  | | Other: | | | | | | | | |
|  | Other: | | | | | | | | |
| **Food Preparation** | | | | | | | | | | **Serving Food** | | | | | | | | | | |
|  | Washing Fruit/Vegetable | | | | | | | | |  | | Hot food stored above 60° | | | | | | | | |
|  | Cutting Fruit/Vegetable/Meat | | | | | | | | |  | | Cold food stored below 5° | | | | | | | | |
|  | General Food Preparation | | | | | | | | |  | | Food made to order | | | | | | | | |
|  | Other: | | | | | | | | |  | | Other: | | | | | | | | |
| Other, please specify: | | | | | | | | | | | | | | | | | | | | |
| **Classification** | | | | | | | | | | | | | | | | | | | | |
| You may wish to refer to the Food Classification Tool at [www2.health.vic.gov.au/food-business-classification](https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined)  If your food Premises is classified as a Class 1 or 2, include yourFood Safety Program (FSP) and Food Safety Supervisor (FSS) certificate with this application.  **Examples of classification**  Class 1 - hospitals, child care centres and aged care services which serve high risk food.  Class 2 – café, restaurants, bakery, takeaway store, handling unpackaged high risk foods  Class 3 – greengrocer, apiarist, B & B accommodation Premises that handle unpackaged low risk food or high-risk pre-packaged food, warehouses and distributors.  Class 4 – confectionery, soft drink Premises selling only shelf stable pre-packaged food and drink | | | | | | | | | | | | | | | | | | | | |
|  | Class 1 | | | |  | | Class 2 | | | | | |  | Class 3 | | | |  | | Class 4 |
| **Fees** | | | | | | | | | | | | | | | | | | | | |
| Application fees apply to all registrations. An invoice will be emailed upon successful final inspection.  Registration fees are charged each calendar year. Renewals are emailed in December for the following year.  If you require any assistance completing this form please contact Council on (03) 5772 0333 or via email at  [eho@murrindindi.vic.gov.au](mailto:eho@murrindindi.vic.gov.au) | | | | | | | | | | | | | | | | | | | | |

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| **Declaration** | | |
| 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 Premises only  In addition to the above, I will ensure the records required under the *Food Act 1984,* for these Premises, will be kept andmaintained. | | |
| Proprietor name: | | |
| Signature: |  | Date: |
| Applicant name: (if not proprietor) | | |
| Signature: |  | Date: |
| **Privacy statement** | | |
| The personal information requested in this form is being collected by Murrindindi Shire Council for the purpose of this application. We will not disclose your personal information without your consent, except where required to do so by law. To view our privacy policy, visit our website at [www.murrindindi.vic.gov.au/privacy](http://www.murrindindi.vic.gov.au/privacy)  If you do not wish for us to update our records with the information provided, please check this box. | | |

You have lodged your new food Premises application. What happens now?

1. **Assessment (mandatory)**

The nominated Environmental Health Officer (EHO) will determine if there is enough information to assess your application.

If there is not enough information, the EHO will contact you within 10 business days detailing what is required.

Once the information provided is sufficient the EHO will complete their assessment of the application.

1. **Referral (where required)**

Once the required information has been received, the assessing EHO will determine whether the application requires referral to other authorities.

This will depend on your proposal and the nature of the application.

As an example, some of these authorities may include the Planning Department, Building Department, Community Safety, water authorities and DELWP etc.

1. **Inspections (mandatory)**

An EHO can come to your Premises to conduct a preliminary inspection. The EHO can offer guidance for you to meet registration requirements.

Contact the EHO when you are ready to trade at your Premises. The EHO will conduct a final inspection.

1. **Fees (mandatory)**

Upon successful completion of the final inspection, and invoice will issued for the registration fee.

1. **Issuing**

If an application has been assessed and deemed to satisfactorily meet the requirements of the *Food Act 1984*, and the fee has been paid, a certificate to trade can be issued.

1. **Continuing your registration**

Annually an EHO will conduct an inspection of your Premises to ensure compliance with the Act and provide information and advice on updated information and training opportunities. Renewal notifications will be emailed in December to register your business for the following year.

An Environmental Health Officer is available all year round if you have any questions or concerns.