



Application to Register a Food Premises

I / we the undersigned, hereby apply to register under the provisions of the Food Act 1984, the premises described below.

Premises

Trading name of premises (if any): _____

Type of premises: _____

Address: _____

Town: _____ Postcode: _____

Contact person: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

If this is an existing food premises with a current registration, please provide the registration number: _____

Complete the following section if the premises type listed above is a mobile food van:

Registration no: _____ Make: _____ Model: _____

Please indicate the type of water supply used by the premises:

Public water supply Private water supply (e.g. rainwater tank)

Do the premises have a licence to sell liquor? Yes No

If yes, please specify licence type: _____

Does your premises have customer seating outside? Yes No

Are tobacco products sold? Yes No

If yes, is it from a vending machine only? Yes No

Proprietor's details

Surname: _____ First name: _____

Company name (as per ABN): _____

ABN: _____

Postal address: _____

Town: _____ Postcode: _____

Telephone: _____ Mobile: _____

Fax: _____ Email: _____

Please briefly outline what food/drinks you will be producing:

Are you making any allergy claims? (i.e. gluten free, dairy free) YES NO

If yes, please provide information:

Food Safety Program In Use – Class 1 and 2 Premises Only (please indicate below)

- Standard template Using a registered template developed by Department of Health
- Standard Food Safety Program Using any other template registered under the Act
- Proprietary Food Safety Program Non-standard Food Safety Program developed by the proprietor (which is to be audited by a 3rd party)
- Quality assurance Food Safety Program Any other non-standard Food Safety Program that is developed under a quality assurance system or code, but only where that system or code has been declared by the department under the Act as suitable for this purpose.

Food Safety Supervisor

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

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.

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge; and that this application forms a legal document and penalties exist for providing false or misleading information.

Registered proprietor's signature: _____ Date: _____

Privacy

The collection and handling of personal and health information is in accordance with Council's Privacy Policy which is displayed on Council's website, mrsc.vic.gov.au/privacy and available for inspection at or collection from Council's customer service centres.

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 Council, in which the premises is located. This information sheet explains whether you will need to register or notify.

There are four classes of food premises. The classification system means that regulatory requirements are 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. Classes 1, 2, 3A and 3 premises must register with Council. Class 4 premises must notify Council.

These 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 3A: Preparation and/or cooking of potentially hazardous foods, which are served to guests for immediate consumption at an accommodation getaway premises, or food made using a hot-fill process resulting in a product such as chutney, relish, salsa, tomato sauce or any other similar food.
- Class 3: premises that handle unpackaged low risk food or high risk pre-packaged food, and warehouses and distributors
- Class 4: Notify if your 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 sausage 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>

Contact Council to discuss the process for registering your premises as a class 1, 2, 3A or 3 food premises. 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 Council whether the majority of your residents are aged persons.

Registration period & fees

Fees for registration of new premises are pro rata from date of registration to 31 December. This fee is exempt from GST under Division 81 of the GST Act.

	Class 1	Class 2	Class 3a	Class 3	Class 4	Sporting clubs (Class 2 and 3)
October- March	\$720	\$720	\$585	\$446	\$0	\$123
April-June	\$540	\$540	\$438.70	\$334.50	\$0	\$123
July-September	\$360	\$360	\$292.50	\$223	\$0	\$123

Class: _____ Fee Payable: \$ _____

Payment options

In person: present this form and payment (cash, cheque/money order, eftpos or credit card) at one of our Service Centres.

By Mail: cheque or money order – payable to Macedon Ranges Shire Council, or complete Credit Card payment authorisation below. Mail this form and payment to PO BOX 151 KYNETON VIC 3444.

Credit card payment authorisation

Mastercard

Visa

I authorise you to charge the following amount to my credit card: \$ _____

Name on card: _____

Credit card number:

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Expiry date (xx/xx): _____ Signature: _____