

# Application to Register a Food Premises

**Food Act 1984**

## 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 forms.**

### 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 mark 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 marked 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
- » when 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 intent to handle high risk foods. This means foods that require temperature control (refrigeration or heating). For example meats, chickens, fish small goods, custard, cream, salads, cooked pasta, eggs and sandwiches.

**The attached notification 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.**

### Council Use Only

Registration Number:		Date of application for registration:		GL Number:	
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Fields marked with an (\*) are mandatory and must be completed.

**IMPORTANT – Please read the pre-application information section at the beginning of this form. If your premises is listed as a class 4, please complete a notification form instead of this registration form.**

### Proprietor Details

Title *		Surname *		Given Names *	
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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)	
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Business Name *		Company Name *	
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### Address

PO Box     GPO Box     Private Bag     Locked Bag     RRN     RSD

Street Address *					
Suburb/Town *		State *		Postcode *	

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

Business Ph.		After hours		Mobile	
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Email address *		Business Fax	
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### Premises Details

Trading Name of Premises *					
Street Address *					
Suburb/Town *		State *		Postcode *	

Contact person at the Premises (if not the proprietor)

Title *		Surname *		Given Names *	
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Please provide at least one phone number and include the area code\*

Business Ph.		After hours		Mobile	
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Email address *		Business Fax	
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Type of Food Premises* (e.g. Café, Restaurant)	
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### Food Vehicle Details (if applicable)

Registration Number		Make		Model	
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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 up to two consecutive days at a .....  Yes  No  
time and most food handlers are volunteers?  
If NO, go to section: Food related details
- » If YES, are you selling ready to eat high risk food? .....  Yes  No  
If NO, you are classified as a **class 3**. Go to section: Classification
- » If YES, is all of the high risk food cooked on site with the intention of .....  Yes  No  
serving immediately?  
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 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?** .....  Yes  No  
If YES, is this 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 2
- Q2. Is the food prepared or served exclusively for people or patients.....**  Yes  No  
**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
- Q3. Is the food prepared or served exclusively for children at a .....**  Yes  No  
**childcare centre?**  
If NO, proceed to question 4.  
If YES, is the food high risk? .....  Yes  No  
If YES, you are classified as a **class 1**. Go to section: Classification  
If NO, proceed to question 5.
- Q4. Are you a greengrocer that only sells fruit, vegetables &/or .....**  Yes  No  
**packaged food?**  
If NO, proceed to question 5.  
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: Classification  
If NO, do you cut/slice fruits and vegetables? .....  Yes  No  
If YES, you are classified as a **class 3**. Go to section: Classification  
If NO, you do not require Food Act registration. You only need to complete  
the notification form.

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

- 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 .....  Yes  No  
shops/wholesale/distributor?  
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 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

## Food Safety Program

### 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

- 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 the Department of Health and Human Services

Name of Program		Registered number of template	
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**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?.....  Yes  No

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

Date of Audit		Name of Food Safety Program	
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### 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	
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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	
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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.

## Classification

Following discussion with the 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 [www.foodsmart.vic.gov.au/foodclass/](http://www.foodsmart.vic.gov.au/foodclass/)

If your food premise is classified as a **class 1** or **2**, go to section: **Food Safety Program (FSP)**.

If your food premise is classified as a **class 3**, proceed directly to section: **Declaration**

## 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
- A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable. 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
- 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)

## 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

Charge for the registration of premises under the *Food Act 1984* for period 1 January to 31 December

Please see fees below:

» Class 1	\$1285.00	GST exempt
» Class 2	\$1025.00	GST exempt
» Class 3	\$620.00	GST exempt
» Registration of Food Vehicle associated with Fixed Premises	\$205.00	GST exempt

**Please note: All new registrations charged at 50% if registered between 1 July and 31 December.**

## 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 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.

Name of person making this application *		Date *	
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Signature of person making this application *
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Name of person making this application *		Date *	
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Signature of person making this application *
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## Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014*. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website [www.casey.vic.gov.au/council/your-council/privacy](http://www.casey.vic.gov.au/council/your-council/privacy) and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [www.casey.vic.gov.au/council/contact/feedback-form](http://www.casey.vic.gov.au/council/contact/feedback-form) or by calling on 9705 5200.

## How to lodge and pay

-  **By mail** (cheque or money order only)  **In person** (eftpos, cash, visa, mastercard, cheque or money order)

Do not send cash by mail. Enclose a cheque or money order made payable to 'City of Casey' and post the completed form and payment to:

City of Casey  
PO Box 1000  
Narre Warren VIC 3805

### Narre Warren

Bunjil Place, Patrick Northeast Drive  
Monday - Friday: 8:30 am - 5:00 pm

### Cranbourne

Cranbourne Park Shopping Centre  
Monday - Friday: 9:00 am - 5:00 pm  
Saturday: 9:00 am - 12:00 pm

*Offices not open on public holidays.*

## Contact City of Casey

03 9705 5200

**NRS:** 133 677 (for the deaf, hearing or speech impaired)

**TIS:** 131 450 (Translating and Interpreting Service)

[caseycc@casey.vic.gov.au](mailto:caseycc@casey.vic.gov.au)

[casey.vic.gov.au](http://casey.vic.gov.au)

 [facebook.com/CityOfCasey](https://www.facebook.com/CityOfCasey)

 [@CityOfCasey](https://twitter.com/CityOfCasey)

PO Box 1000  
Narre Warren VIC 3805

## Customer Service Centres

### Narre Warren

Bunjil Place,  
Patrick Northeast Drive

### Cranbourne

Cranbourne Park  
Shopping Centre