

# Notification of 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

Application Number:		Application Date:		GL Number:	
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Fields marked with an (\*) are mandatory and must be completed.

**IMPORTANT – This form is only applicable to Class 4 food premises. Please read the pre-application information section at the beginning of this form which describes class 4 food handling activities. If there are any other food handling activities, contact Council as this may alter your food premises classification.**

## 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 *	

Type of Food Premises* (e.g. Video Store, newsagency)					
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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 *	

## Food Handling Activity at the Premises

**Type of food handling activity** (choose from the list below)

A food premises at which the only food handling activities are one or more of the following:

- Sale to members of the public of:
- 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; or

- Sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce when cooked and sold at a temporary food premises or by a non-profit body; or
- Packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or
- Biscuits, tea or coffee (with or without milk or soymilk) at a temporary premises by a community group; or
- A wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat; or
- The sale to members of the public or the wholesale of whole (uncut) fruit or vegetables; or
- The handling of low risk food or cut fruit or vegetables and the serving of that food to children at a sessional children's service.

## 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

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.

- By marking this checkbox I confirm that I have read and understood all the statements above \*

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)  
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



**In person** (eftpos, cash, visa, mastercard, cheque or money order).

**Narre Warren**  
Bunjil Place, Patrick Northeast Drive  
Monday to 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.*