

FOOD PREMISES REGISTRATION FORM

OVERVIEW

The *Food Act 1984* (the Act) regulates the sale 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.

There are five classes of food premises:

Class 1 – premises where food is being provided to vulnerable people within a hospital, aged care or childcare setting or by home delivery services e.g. Meals on Wheels.

Class 2 - premises that handle or manufacture unpackaged potentially hazardous food; or premises that manufacture low risk food for which any allergen free claim is made.

Class 3A – premises that prepare and/or cook potentially hazardous foods which are served to guests for immediate consumption at an accommodation getaway premises; or a home based or temporary food premises such as a hired kitchen that makes product such as chutney, relish, salsa or tomato sauce using a hot-fill process.

Class 3 - premises that handle unpackaged low risk food or high-risk pre-packaged food, warehouses and distributors.

Class 4 – a premises at which the **only** food handling activities are one or more of the following:

- The sale of shelf stable pre-packaged low-risk food – for example confectionery.
- The sale of packaged alcohol – for example bottle shops.
- The sale of uncut fruit and vegetables – for example, green grocers and wholesalers.
- Wine tasting (which can include serving low-risk food or cheese).
- The supply of low-risk food, including cut fruit or vegetables to children at children's education and care services.
- Tasting of low-risk food that is available for sale at the premises in a packaged form e.g. honey.
- The serving of coffee, tea (with or without milk, soy, almond or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (for example, fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg.

For a full list of class 4 activities go to: <https://www.health.vic.gov.au/food-safety/food-business-classification>

- **Classes 1, 2, 3 and 3A must register with Council.**
- **Class 4 premises must notify Council.**

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742

TYPE OF APPLICATION

Applying to register a new food premises

Applying to register an existing food business

PREMISES TYPE

Please select one:

<input type="checkbox"/>	The only food handling activities carried out at my food premises are as described on page 1 under the class 4 section.
<input type="checkbox"/>	The food handling activities carried out at my premises involve activities that are listed on page 1 under the class 1, 2, 3 or 3A section.

- If you marked box 1, you are required to notify Council using the Food Premises Notification form.
- If you marked box 2, you must register with Council - complete this form.

Please contact Council to discuss:

- The process for registering your premises using this form; and
- To confirm your correct classification and whether you require a food safety program and food safety supervisor.

APPLICATION FEE

Class 1 \$1385.00* (GST exempt)

Class 2 \$1090.00* (GST exempt)

Class 3A \$1090.00* (GST exempt)

Class 3 \$675.00* (GST exempt)

* Plus an additional \$40 for each additional EFT over 5 food handling staff (part time and casual staff is equivalent to 0.5 EFT)

Please note: The application fee for applications lodged on or after the 1st July will vary to those listed above. Contact the Environmental Health team on 9705 5200 for further details.

LODGEMENT



EMAIL:
caseycc@casey.vic.gov.au



IN PERSON:

Bunjil Place Customer Service
2 Patrick Northeast Drive, Narre Warren

Cranbourne Customer Service
Shop 61, Cranbourne Park Shopping Centre

Please refer to the City of Casey website for opening hours.



MAIL:
City of Casey
PO Box 1000,
Narre Warren, VIC 3805

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 purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website **www.casey.vic.gov.au** 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** or by calling on **9705 5200**.

PROPRIETOR DETAILS:			
Proprietor type:	<input type="checkbox"/> Company	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
Name/s: If the proprietor is a company, provide the company name. If the proprietor is an individual or partnership, provide the name of the person/s.			
Proprietor/s address (registered address if company):			
Suburb:		Postcode:	
Proprietor's postal address (if different from above):			
Suburb:		Postcode:	
Mobile:		Telephone:	
Email:		ACN/ABN:	

PREMISES DETAILS:			
Trading Name:			
Premises address:			
Suburb:		Postcode:	
Type of food premises (e.g. café, restaurant):			
What types of food will you be storing, preparing, and selling?			
Number of food handling staff	Full time:	Part time:	Casual:
Name of contact person at premises:			
Business Telephone:		Mobile:	
Email:			
Will the premises have any associated food vehicles e.g., a refrigerated food delivery van? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide the vehicle details below.			
Registration No.:	Make:	Model:	
Address vehicle is garaged when not in use:			
Suburb:		Postcode:	

Community Groups

1. Are you a community group?

Yes No

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.

If NO, go to page 6.

If YES, will your community group only sell food for up to two consecutive days at a time and will most of your food handlers be volunteers?

Yes No

If YES, are you selling ready to eat high-risk food?

Yes No

If selling high-risk ready to eat food, is all of the high-risk food cooked onsite with the intention of serving immediately?

Yes No

If YES, you are classified as a *class 3 community group*.

If NO, you are classified as a *class 2 community group*, however you are exempt from the food safety supervisor requirements.

Class 3 Community Groups

Please attach the following to this form:

- A list of food that your group will be making/serving.

Go to page 10 - Declaration

Class 2 Community Groups

Please attach the following to this form:

- A list of food that your group will be making/serving.

Depending on the type of food handling activities undertaken by your group, you may be required to have a food safety program. The Environmental Health Officer assessing your application will advise you if this requirement applies to your group.

Go to page 10 - Declaration

Class 1

1. Will you be preparing or serving food 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* – please complete the Class 1 Premises section below.

If NO, proceed to question 2.

2. Will you be preparing or serving food exclusively for children at a children's service premises e.g. childcare centre? Yes No

If YES, you are classified as a *class 1* – please complete the Class 1 Premises section below.

If NO, go to page 7.

Class 1 Premises – Please complete the following

Name of the nominated Food Safety Supervisor: _____

Please attach the following to this form:

- Copy of your Food Safety Program (FSP)
- Current certificate from an approved food safety auditor indicating that the FSP is adequate.
- A copy of the Certificate of Competency for the nominated Food Safety Supervisor.
- A proposed menu/list of foods that you will be making/serving.

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Class 2 and Class 3A

1. Will you manufacture from a commercial premises low-risk food for which an Yes No allergen free claim is made?

A food manufacturer is a business that makes food for distribution e.g. to wholesalers or retailers for sale to the public. Low-risk foods are foods that do not need to be kept under temperature control e.g. dry foods.

An allergen free claim is a claim that the food is free of a declared allergen e.g. peanut free.

If YES, will this be the only food handling activity at your premises? Yes No

If YES, you are classified as a *class 2* - please complete the Class 2 Premises section below.

If NO, proceed to question 2.

2. Are you only preparing and/or cooking potentially hazardous foods which are served to guests for immediate consumption at an accommodation getaway premises? Yes No

Accommodation getaway premises include bed and breakfast, farm-stays, guesthouses, nature retreats and motels.

If YES, you are classified as a *class 3A* - please complete the Class 3A Premises section below.

If NO, go to question 3.

3. Do you intend to make chutney, relish, salsa, tomato sauce or similar foods from a home-based or commercial kitchen hired on an as required basis? Yes No

If NO, go to question 4.

If YES, will the food: Yes No

- be heat treated to a temperature of at least 85°C and then filled and sealed hot into its packaging AND
- be acidic (pH less than 4.6) AND
- have salt, sugar or any other preservative added?

Will this be the only food handling activity at your premises? Yes No

If YES, you are classified as a *class 3A* - please complete the Class 3A Premises section below.

If NO, go to question 4.

4. Will you prepare fruit salad, fruit juice or salads? Yes No

If YES, you are classified as *class 2* - please complete the Class 2 Premises section below.

If NO, go to question 5.

5. Will you handle or manufacture any unpackaged potentially hazardous food? Yes No

Potentially hazardous foods are foods that need to be kept under temperature control (i.e. below 5°C or above 60°C) to keep them safe. Examples include cooked rice, pasta, salads, meat, seafood and dairy products.

If NO, go to page 9.

If YES, you are classified as a class 2 - please complete the Class 2 Premises section below.

Class 2 Premises – Please complete the following

Name of the nominated Food Safety Supervisor: _____

Please attach the following to this form:

- A copy of the Certificate of Competency for the nominated Food Safety Supervisor.
- A proposed menu/list of foods that you will be making/serving.

Food Safety Program

Will your business be undertaking any of the following food handling activities? Please tick all that apply.

- Sous vide cooking – cooking at less than 75°C where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens.
- Making any potentially hazardous food that does not involve temperature control. Examples include: sushi, cured meats, aged beef, smoked foods, Chinese style roasted meats.
- Preparation of acidified/fermented food or drinks e.g. sauerkraut, kombucha, century eggs.
- Preparation of ready to eat foods containing raw (unpasteurized) eggs e.g. mayonnaise, chocolate mousse.
- Offsite catering where ready to eat potentially hazardous food is prepared or partially prepared at one location and transported and served at an event.
- Any other complex food processing activity e.g. pasteurization, modified atmosphere packaging of food.

If you will be doing any of the above food handling activities, your business will require a food safety program (FSP). Contact council’s Environmental Health team to find out which type of FSP your business will require.

If you will not be doing any of the above, your business is exempt from the requirement to have a food safety program (FSP) for the period of five years.

Go to page 10 - Declaration

Class 3A Premises

Name of the nominated Food Safety Supervisor: _____

Please attach the following to this form:

- A copy of the Certificate of Competency for the nominated Food Safety Supervisor.
- A proposed menu/list of foods that you will be making/serving.

Go to page 10 - Declaration

Class 3

1. Will you be a wholesaler/distributor of pre-packaged food?

Yes No

If NO proceed to question 2.

If YES, is this the only food handling activity at your premises?

Yes No

If YES, you are classified as a *class 3* - please complete the Class 3 Premises section below.

2. Will you handle unpackaged low-risk food?

Yes No

Low risk foods are foods that do not need to be kept under temperature control e.g. dry nuts and dry fruit, vegetables and fruit (whole or can also be cut into smaller portions i.e. halved or quartered).

If NO proceed to question 3.

If YES, is this the only food handling activity at your premises?

Yes No

If YES, you are classified as a *class 3* - please complete the Class 3 Premises section below.

3. Will you sell pre-packaged potentially hazardous foods?

Yes No

Potentially hazardous foods are foods that need to be kept under temperature control (i.e. below 5°C or above 60°C) to keep them safe. Examples include pre-packaged sandwiches, pre-packaged pies.

If NO, proceed to question 4.

If YES, is this the only food handling activity at your premises?

Yes No

If YES, you are classified as a *class 3* - please complete the Class 3 Premises section below.

4. Will you be selling eggs in their shell?

Yes No

If NO, proceed to question 5.

If YES, is this the only food handling activity at your premises?

Yes No

If YES, you are classified as a *class 3* - please complete the Class 3 Premises section below.

5. Will you be offering free samples (tastings) of packaged potentially hazardous food that is available for sale at the premises?

Yes No

If NO, proceed to question 6.

If YES, is this the only food handling activity at your premises?

Yes No

If YES, you are classified as a *class 3* - please complete the Class 3 Premises section below.

6. Will you be making low risk foods such as cakes and biscuits that can be safely stored at room temperature?

Yes No

NOTE: Low-risk foods are foods that do not need to be stored under temperature control.

If YES, you are classified as a class 3 - please complete the Class 3 Premises section below.

If NO, contact Council's Environmental Health Team to discuss your food handling activities. They will advise you of your classification.

Class 3 Premises

Please attach the following to this form:

- A proposed menu/list of foods that you will be making/serving.

DECLARATION:

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application forms a legal document and penalties exist for providing false or misleading information.
- I am over 18 years of age at the time of completing this application.

By marking this checkbox and signing below, I confirm that I have read and understood all the statements above.

Proprietor signature/s:			
Print name:			
Authority: (if on behalf of a company)			
Date:			