

# Food Premises Notification



## 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 four classes of food premises:

**Class 1** - hospitals, child care centres and aged care services which serve high risk food.

**Class 2** - other premises that handle high risk unpackaged food.

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

**Class 4** - You will be a class 4 premises 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.

For a full list of class 4 activities go to: <http://www.health.vic.gov.au/foodsafety>

**Classes 1, 2, and 3 must register with Council.**

**Class 4 premises must notify Council.**

## Premises type

The food handling activities carried out at my premises involve activities that are listed above under the class 1, 2 or 3 section.

The only food handling activities carried out at my food premises are as described above under the class 4 section.

If you marked box 1, you must register with Council – complete a Food Premises Registration form.

If you marked box 2, you are required to notify Council using this form.

## Contact



### Phone

03 9705 5200



### NRS

133 677

(for the deaf, hearing or speech impaired)



### TIS

131 450

(Translating and Interpreting Service)



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



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

## Lodgement



### Email

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



### Post

PO Box 1000  
Narre Warren VIC 3805



### In Person

#### **Bunjil Place**

2 Patrick Northeast Drive  
Narre Warren

Open Hours: 10:00 am - 2:00 pm Mon - Fri

#### **Cranbourne Customer Service**

Shop 61, Cranbourne Park Shopping Centre  
Open Hours: 10:00 am - 2:00 pm Mon - Fri

*Offices not open on Public Holidays*

## 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](http://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](http://www.casey.vic.gov.au) or by calling on 9705 5200.

## Food Handling Activities

Please tick one or more of the food handling activities from the list below:

The food handling activity provided at the premises described in this application involves the 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.
- 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.
- The sale of uncut fruit and vegetables. For example, greengrocers and wholesalers.
- The handling of low risk food or cut fruit or vegetables and serving of that food to children at a sessional children's service.
- The sale of packaged alcohol. For example, bottle shops.

## Proprietor details

Proprietor type  Company  Individual  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 a company)

Suburb

Postcode

Proprietor's postal address (If different to the above)

Suburb

Postcode

Telephone

Mobile

Email

ACN/ABN

## Premises details

Trading name

Premises address

Suburb

Postcode

Type of food premises (e.g. café, restaurant)

Name of contact person at premises

Telephone

Mobile

Email

## Food vehicle details (if applicable)

Registration No.

Make

Model

Address vehicle garaged at when not in use

Suburb

Postcode

## 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

Print name

Authority (if on behalf of a company)

Date