

Transfer a Food Premises



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, 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

Please mark the box that applies to your business:

- The only food handling activities carried out at my food premises are as described above under the class 4 section.
- The food handling activities carried out at my premises involve activities that are listed above under the class 1, 2 or 3 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 transferring the registration of your premises; and
- » To confirm your correct classification and whether you require a food safety program and 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 and whether you intend to handle high risk foods. High risk foods mean foods that require temperature control (refrigeration or heating), for example: meats, chicken, fish, small goods, custard, cream, salads, cooked pasta, eggs and sandwiches.

Application Fee

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

Transfer Food Registration	\$400.00	GST exempt
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Application Requirements

To apply to transfer the registration of your food business you must complete and return this form, along with the required documents listed below and the relevant transfer registration fee.

Class 1 premises:

- Copy of the non-standard (independent) Food Safety Program (FSP)
- Current certificate from an approved food safety auditor indicating that the FSP is adequate.

Class 2 premises (independent FSP):

- Copy of the non-standard (independent) Food Safety Program (FSP)
- Current certificate from an approved food safety auditor indicating that the FSP is adequate.

Contact



Phone

03 9705 5200



NRS

133 677

(for the deaf, hearing or speech impaired)



TIS

131 450

(Translating and Interpreting Service)



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Lodgement



Email

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 are 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 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.

Existing 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

Proposed new 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

Business Telephone

Mobile

Email

Food vehicle details (if applicable)

Registration No.

Make

Model

Address vehicle garaged at when not in use

Suburb

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 time and most food handlers are volunteers? Yes No

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 onsite with the intention of serving immediately?

Yes No

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 Council. The answers will determine the classification of your food business – class 1, 2 or 3.

1. 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 NO, proceed to question 2.
2. Is the food prepared or served 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*. Go to section: Classification.
If NO, proceed to question 3.
3. Is the food prepared or served exclusively for children at a childcare centre? Yes No
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.
4. Are you a greengrocer that only sells fruit, vegetables &/or packaged food? Yes No
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.

If none of the above applies to your premises, the classification of your premises will depend upon the risk associated with your food handling activities such as refrigeration and cooking. Please answer the following questions to assist Council in determining whether your premises is a class 2 or 3.

5. 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 shops/wholesale/distributor? Yes No
Is any of the food being re-packaged? Yes No
6. 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

Classification

Classification selection is necessary so that you can complete the remainder of this application form.

Following discussion with Council about your food handling activities, select your food premises classification below:

Food Premises Classification Class 1 Class 2 Class 3

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

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

Food Safety Program (FSP)

Class 1 and 2 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.

1. Do you have a standard Food Safety Program? Yes No

If NO, proceed to question 2.

If YES, please select the type of FSP you use below and proceed to section: Food Safety Supervisor.

Food Safety Program Template for Class 2 Retail & Food Service Businesses, No.1 Version 3.

Food Smart (online)

Other FSP template registered by the Secretary of the Department of Health and Human Services

Name of Program _____ Registered template number _____

2. Do you have a Non-Standard FSP (Independent FSP)? Yes No

Has the premises been audited by an approved food safety auditor? Yes No

If NO, please specify when the premises it to be audited:

Date of Audit: _____ Name of Food Safety Program: _____

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 _____

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: _____

Does the FSP include competency based or accredited training for staff at the premises? Yes No

If YES, you are exempt from the food safety supervisor requirement

Food Safety Supervisor

Class 1 and 2 premises only.

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

Declaration

Class 1, 2 and 3 premises:

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.

Class 3 premises only:

In addition to the above I acknowledge that I will ensure that the appropriate minimum records required under the Food Act for the premises will be kept.

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

Existing Proprietor signature

Print name

Authority (if on behalf of a company)

Date

New Proprietor signature

Print name

Authority (if on behalf of a company)

Date

