

Application to Transfer 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 form.

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 www.health.vic.gov.au/foodsafety

Please tick 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 ticked 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
- whether 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 intend to handle high risk foods. This means foods that require temperature control (refrigeration or heating). For example meats, chicken, fish smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

The attached Application to Transfer a Food Premises form may not be used by your council for community group events. Please contact your council to obtain the appropriate form.

Privacy Statement: The Surf Coast Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the Information Privacy Principles as set out in the Information Privacy Act, 2000. The information will not be disclosed to any other party unless Council is required to do so by law.

Office Use Only			
Application Date		Receipt number	
Receipt code	124	Application Number	

IMPORTANT - Please read the pre-application information section at the beginning of this form. If you plan to alter the type of food handled at the premises, you should discuss this with the council as it may alter your food premises classification.

Existing Proprietor Details

Title		Surname		Given Name(s)	
Authority				Company Name	
Street Address					
Suburb				Post Code	
Phone/Mobile					
Email					

Proposed New Proprietor Details

Title		Surname		Given Name(s)	
If the proprietor is a company or association specify the name of person completing the application and authority (e.g. Director of company) that owns the food business.					
Authority				Company Name	
Street Address					
Suburb				Post Code	
Phone/Mobile					
Email					

Premises Details

Current trading name of premises					
If changed, what is the new trading name?					
Street/Postal Address					
Suburb				Post Code	
Contact person at premises (if not the proprietor)					
Title		Surname		Given Name(s)	
Phone/Mobile					
Email					
Type of food premises					
Mobile food vehicle					
If you wish to sell food from a vehicle or temporary premises please register at: https://streatrader.health.vic.gov.au/					

Food Safety Program (FSP)

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 YES, please select the type of Food Safety Program:

- 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 Department of Health

Name of program: _____ Registered number of templates: _____

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, please specify when the premises is to be audited.

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

Food Safety Supervisor details – Please attach any relevant certificates**Class 1 and 2 food premises only**

Name of your food safety supervisor

Accepted Course Codes

Hospitality - Businesses such as restaurants, cafes and hotels

SITXFSA001 'Use hygienic practices for food safety' **AND**

SITXFSA002 'Participate in safe food handling practices'

Health - Businesses such as hospitals, child care centres, aged care centres

HLTFS001 'Follow basic food safety practices' **AND**

HLTFS005 'Apply and monitor food safety requirements' **AND**

HLTFS007 'Oversee the day-to-day implementation of food safety in the workplace'

Please note:

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 operates for two consecutive days or less

Payment Details

Please contact Council to confirm fee for this application

Declaration**Class 1, 2 & 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

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.

Existing Proprietor

Signature		Signature	
Print applicant name		Print applicant name	
Date		Date	

Proposed New Proprietor

Signature		Signature	
Print applicant name		Print applicant name	
Date		Date	