



CORANGAMITE
SHIRE

Corangamite Shire Council
(03) 5593 7100
www.corangamite.vic.gov.au

APPLICATION TO REGISTER: **Food Premises (Class 1, 2, & 3)** **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. 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.

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 Council. Please contact Council to discuss:

- The process for registering your premises using the application to register a food premises form;
- Whether your premises is a class 1, 2 or 3. This will decide whether you require a food safety program and food safety supervisor

Class 4 premises must **notify** 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 further information go to: <http://www.health.vic.gov.au/foodsafety>.

If you operate a **supported residential service** you will need to inform the Council whether the majority of your residents are aged persons.

APPLICATION TO REGISTER: **Class 1, 2, 3 Food Premises** **Food Act 1984**

Council Specific Information

Council is collecting the information on this form so that it may consider your application in accordance with the Food Act 1984.

The information is only used by Council for this purpose and will not be disclosed unless required under law.

IMPORTANT: Please read the pre-application information section at the beginning of this form. If your premises is listed as a class 4, please complete a notification form instead of this registration form.

Proprietor Details

Proprietor (If the proprietor is a partnership rather than sole ownership, both names should be listed. If the proprietor is a company or an organisation, the company name should be listed).

Is the Proprietor the Contact Person for this application? Yes No

Title: _____ Surname: _____ Given Names: _____

Proprietor 2 (if applicable)

Title: _____ Surname: _____ Given Names: _____

Company Name (if applicable) _____

ABN: _____ ACN: _____

Street Address / Postal Address: _____

Suburb: _____ State: _____ Post Code: _____

Please provide at least one phone number and include the area code:

Business: _____ Home: _____ Mobile: _____

Please provide a valid email address: _____

(please note: emails must be valid as a large portion of Council correspondence is issued electronically)

Premise Details

Premise Trading Name: _____

Street Address / Postal Address: _____

Suburb: _____ State: _____ Postcode: _____

Contact Person at Premises (if different from proprietor)

Title: _____ Surname: _____ Given Names: _____

Business: _____ Home: _____ Mobile: _____
Email address: _____

Community Groups

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 volunteers? Yes No

If NO, go to section: *Food Related Details*

If YES, are you selling ready to heat high risk food? Yes No

If NO, you are classified as a Class 3. Go to section: *Classification*

If YES, is all of the of the high risk food cooked on site with the intention of serving immediately? Yes No

If YES, go to section: *Food Related Details*

If NO, you area a class2, however you are exempt from the food safety supervisor requirements. Go to section: *Classification*.

Food Related Details

These answers will determine the classification of your food premises – Class 1, 2 or 3. If you have any questions please contact the Environmental Health Unit at Council.

Q1. Are you a wholesale / distribution of pre-packaged food? Yes No

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

If YES, you are classified as class 3. Go to section: *Classification*

If NO, proceed to question 2.

Q2. 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 **Q 3**

Q3. Is the food prepared or served exclusively for children at a childcare centre, aged care service, hospital, or meals on wheels service? Yes No

If NO, proceed to **Q.4**

If YES, is the food high risk? Yes No

If YES, you are classified as class 1. Go to section: *Classification*

If NO, proceed to **Q5**

Q4. Are you a greengrocer that only sells fruit, vegetables and/or packaged food?

Yes

No

If NO, proceed to **Q5**

If YES, do you prepare fruit salad, fruit juice or salads?

Yes

No

If NO, do you cut / slice fruits and vegetable?

Yes

No

If YES, you are classified as 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 the Council in determining whether your premises is a class 2 or 3.

Q5. 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

Q5. Do you refrigerate, cook and / or reheat food?

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

Classification

Please select your Food Premises Classification:

Class 1

Class 2

Class 3

Knowing your classification is necessary to complete the remainder of this form:

For further information, refer to the Food Classification Tool at: <http://www.foodsmart.vic.gov.au/foodclass/>

If you require any further assistance in selecting your classification, please contact Environmental Health Unit.

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 & 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.

Q1. Do you have Standard Food Safety Program? Yes No

If NO, proceed to Q2

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

- FSP Template for Class 2 Retail & Food Service Businesses No 1. Version 3
- Food Smart (Online)
- Other FSP template registered by the Secretary of Department of Health

Name of FSP: _____ Template Number: _____

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: _____

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 an Audit is to be undertaken: _____

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

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

Required Documents

 Class 1 premises – copy of the non-standard / independent food safety program

 Class 1 premises – A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable

 **Class 2 premises – A current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act (if available)**

 **Class 2 premises – if you have not attached the current certificate from an approved auditor – attach a copy of the non-standard / independent food safety program (do not attach QA systems)**

PLEASE NOTE: You do not need to attach a copy of a standard food safety program.

Food Safety Supervisor

Class 1 & 2 Premises only

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

Please note that 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 is exempt as described on page 3 of this form.

Name of Nominated Food Safety Supervisor: _____

Certificate of Accreditation Attached? : Yes Previously Supplied to Council

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 at the time of completing this application

If the business is owned by a sole trader or 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.

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Payment Details

Please contact Corangamite Shire Council to confirm the Application Fee

Lodgment

Return with Payment to:

**Environmental Health
Corangamite Shire Council
PO Box 84
Camperdown VIC 3260**

**Telephone: (03) 5593 7100
Fax: (03) 5593 2695
email: shire@corangamite.vic.gov.au
Website: <http://www.corangamite.vic.gov.au/>**