

Application to Transfer a Food Premises

Food Act 1984

Corangamite Shire Council

(03) 5593 7100 www.corangamite.vic.gov.au

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 council.

Class 4 premises must **notify** council.

You will be a class 4 premises and only need to notify if you only food handling activities are as follows:

- the sale of shelf stable pre-packaged low risk food such as confectionary, 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, please visit <http://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 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 food that requires temperature control (refrigeration or heating). For example meats, chicken, fish small goods, custard, cream, salads, cooked pasta, eggs and sandwiches.

The attached Application to Transfer a Food Premises form may not be used for temporary community group events. Please contact the Corangamite Shire Council to obtain the appropriate form.

Return with payment to:

Environmental Health
Corangamite Shire Council
PO Box 84
CAMPERDOWN VIC 3260

☎ (03) 5593 7170
☎ (03) 5593 2695
✉ eho@corangamite.vic.gov.au

Application to Transfer a Food Premises

Food Act 1984

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 council as it may alter your food premises classification.

ALL SECTIONS MUST BE COMPLETED

CURRENT Proprietor details

I/We, the undersigned proprietor/s hereby apply to transfer the registration under the provisions of the Food Act 1984 for the premises described hereunder:

Title Surname Given name(s)

If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Directory of company)

Authority Company name (if applicable)

e.g. Director of company

Street address / Postal address

Suburb / Town State Postcode

Please provide at least one phone number (include the area code) & email

Business phone Home phone Business fax Mobile

Email

PROPOSED NEW Proprietor details

Title Surname Given name(s)

If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Directory of company)

Authority Company name (if applicable)

e.g. Director of company

Street address / Postal address

Suburb / Town State Postcode

Please provide at least one phone number (include the area code) & email

Business phone Home phone Business fax Mobile

Email

Premises Details

Trading name of premises (**Business Trading Name**)

Premises address

Street address

Suburb / Town

State

Postcode

Contact person at premises

Title

Surname

Given name(s)

Please provide at least one phone number include the area code & email

Business phone

Home phone

Business fax

Mobile

Email

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

Do you do any off site catering?

Yes

No

Do you sell at stalls / markets?

Yes

No

What primary type of water supply does your premises use? Public Source Private Source

Do you sell Tobacco?

Yes

No

Do you sell tobacco from a vending machine?

Yes

No

Do you have a liquor licence?

Yes

No

Do you have on-premises dining?

Yes

No

If yes, what is the maximum number of seating for customers consuming meals on-premises?

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.

Are you a community group that sells food for up to two consecutive days at a time and most food handlers are volunteers?

If NO, go to section: Food Related details

Yes

No

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

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

Yes

No

If YES, is all the high risk food cooked on site with the intention of serving immediately?

If YES, go to section: Food related details

If NO, you are a class 2; however, you are exempt from the food safety supervisor requirements. Go to section: Classification

Yes

No

Food related details

This section is to be completed in discussion with council. The answers will determine the classification of your food premises – class 1, 2 or 3.

Q1. Are you a wholesaler / distributor of pre-packaged food?	Yes	No
If Yes, is this the only food handling activity at your premises? If YES, you are classified as a Class 3. Go to section: Classification If NO, proceed to question 2.	Yes	No
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 question 3.		
Q3. 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? If YES, you are classified as a Class 1. Go to section: classification If NO, proceed to question 5.	Yes	No
Q4. Are you a greengrocer that only sells fruit, vegetables and/or unpackaged food?	Yes	No
If NO, proceed to question 5. If Yes, do you prepare fruit salad, fruit juice and vegetables? If YES, you are classified as a Class 2. Go to section: Classification	Yes	No
If NO, do you cut / slice fruits and vegetables? If YES, you are classified as a Class 3. Go to section: Classification	Yes	No
If NO, you do not require Food Act Registration. You only need to complete the <i>Notification Form</i> .		
<i>If none of the previous 4 question applies to your premises, the classification of you 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 Class 3.</i>		
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
Q6. 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
Is any of the food being manufactured and sold to retail shops/wholesale/distributor?	Yes	No

Classification

Following discussion with the Corangamite Shire Council about your food handling activities select your food premises classification, below, **as advised by the Corangamite Shire Council**:

Food Premises Classification * Class 1 Class 2 Class 3

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

For further information, refer to the Food Classification Tool at

<http://www.foodsmart.vic.gov.au/foodclass/>

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 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 NO, proceed to Question 2		

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

Food Safety Program Template for Class 2 Retail & Food Service Business No. 1 Version 2

Food Smart (Online)

Other FSP template registered by the Secretary of Department of Health

Name of Program	Registered no. of template
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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 in the previous 12 months?		
	Yes	No

If the answer is NO, please specify when the premises is to be audited.

Date of audit	Name of Food Safety Program
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

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< attaché 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 the competency based or accredited training for staff of the premises?	Yes	No
If Yes, you are exempt from the food safety supervisor requirement		

Food Safety Supervisor

Class 1 and 2 premises only.

Food Safety Supervisor Details:

Title	Surname	Given name(s)
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Course Codes (MUST supply copy of certificate of competency) OR provide "Proof of Enrolment" if course not completed:

Required documents

There are no attachments if you have a template standard food safety program

- Class 1 Premises – copy of the non-standard / independent food safety program
- Class 1 Premises – a current certificate from an approved food auditor indicating that the FSP is adequate
- Class 2 Premises – a current certificate from an approved food auditor stating that the FSP is adequate
- Class 2 Premises – attach a copy of the non-standard / independent FSP

Payment details

Contact Corangamite Shire Council For Fee Details

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.

CURRENT Proprietor

Signature
Print Name
Date

Signature
Print Name
Date

PROPOSED NEW Proprietor

Signature
Print Name
Date

Signature
Print Name
Date

Proposed transferring date: