

### Information for Food Businesses – Food Act Registration or Notification

The Food Act 1984 (the Act) regulates the sale of food for human consumption. A 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**.

### Food Act Application for Registration or Notification

There are four classes of food premises – class 1, 2, 3 and 4. The classification system means that regulatory requirements are matched to the level of food safety risk associated with the food handling activities at different types of premises. In summary, the classes are:

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

**Class 2** – community groups, accommodation, café/restaurant, caterers and other premises that handle high risk unpackaged food.

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

**Class 4** – as described below.

- The sale of shelf stable pre-packaged low risk food such as confectionary, crisps, frozen ice cream, milk, bottled drinks – for example newsagents, pharmacies 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 definitions, please visit <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined>

Food safety tips and information, please visit <http://www.health.vic.gov.au/foodsafety>

**Classes 1, 2 and 3** premises must **register** with council.

**Class 4** premises must **notify** council using a different form.

The attached Application to Register a Food Premises form must not be used for the following food businesses:

Temporary Food Premises  
Mobile Food Premises  
Food Vending Machines  
Water Carters

Please visit <https://streatrader.health.vic.gov.au/> to register these premises



**ALL SECTIONS MUST BE COMPLETED**

**Proprietor Details**

**Applicant Name:** \_\_\_\_\_

If the proprietor is a company or association, specify name of person completing the application

Authority (eg Director): \_\_\_\_\_

Business Name \_\_\_\_\_

Company Name \_\_\_\_\_

Postal Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

**Premises Details**

Trading name of premises: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

**Contact Person at Premises:** \_\_\_\_\_

Business Phone \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

**Proposed opening date:** \_\_\_\_\_

**Type of Food Premises (e.g. Café, Restaurant)** \_\_\_\_\_

Do you do any off site catering?  Yes  No

Do you sell at stalls / markets?  Yes  No

What primary type of water supply do your premises use? Public Source  Yes  No

Private Source  Yes  No

Do you sell Tobacco?  Yes  No

Do you sell tobacco from a vending machine?  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 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 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 on site 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 the local 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?  Yes  No

If **YES**, you are classified as a **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 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?  Yes  No

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

If **NO**, proceed to question 5.

**Q4. 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.

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

**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

**As advised by the Glenelg Shire Council** select your food premises classification, below,:

Food Premises Classification    Class 1     Class 2     Class 3     Class 4

For further information, refer to the Food Classification Tool at

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined>

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 **Class 3**, proceed directly to section: **Declaration**.

## Food Safety Program 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 Q2

If YES please select the type of FSP and proceed to section: Food safety supervisor

Food Safety Program Template for Class 2 Retail and Food Service Businesses No. 1. Version 2

Food Smart (Online)

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

Name of Program \_\_\_\_\_

Registered number of template \_\_\_\_\_

**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, specify when the premises is 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?

If NO proceed to section: Food safety supervisor  Yes  No

If YES, Specify the declared QA System or Code \_\_\_\_\_

Audit certificate attached?  Yes  No

If YES, attach the certificate from the food safety auditor.

If NO, Specify the date when the 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** -1 Copy of the non-standard / independent food safety program

- A current certificate from an approved food safety auditor indicating that the FSP is adequate, if applicable.

**Class 2 Premises** If you have a template standard food safety program, a copy is not required to be provided.

- A current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act, only if available.
- 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)

# Food Safety Supervisor

## Class 1 and 2 premises only

Name of Supervisor \_\_\_\_\_

### 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.

## 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.

## Payment Details

Payment of the relevant fee is required prior to the premises being registered.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Privacy Statement

The Glenelg Shire Council is committed to protecting individual's right to privacy and the responsible and fair handling of personal and health information, consistent with the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*. Accordingly, Council will adhere to the Information Privacy and Health Privacy Principles when undertaking its statutory functions and activities, so that the privacy of individuals can be protected. The Council's Privacy Policy is available from our website [www.glenelg.vic.gov.au/privacy](http://www.glenelg.vic.gov.au/privacy) and all Council Customer Service Centres. For further information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [https://www.glenelg.vic.gov.au/Page/Page.aspx?Page\\_Id=5133](https://www.glenelg.vic.gov.au/Page/Page.aspx?Page_Id=5133)