

All businesses that sell food for human consumption must be registered with, or notify, the council in which the business operates.

New Registrations

To register a new food business you are required to complete the following Registration Form and return it to Glenelg Shire Council with a floor plan of the premises that shows where the appliances are located within the kitchen/preparation area and payment of the relevant fee.

Renewal of existing Registration

When renewing your food premises registration, you are required to complete the following Registration/Renewal Form and return it to Glenelg Shire Council with payment of the relevant fee. If your premises has altered, a new floor plan is required to be submitted.

Temporary/Mobile Premises Registrations – Do NOT use this form.

If you are a temporary or mobile food service you will need to register with *Foodtrader* to operate in Victoria. *Foodtrader* is an online approval system, please visit <https://foodtrader.vic.gov.au/>.

Food Act Classifications

There are five classes of food business based on the level of food safety risk associated with the food handling activities of different types of premises. Classes 1, 2, 3A and 3 must be registered with council, Class 4 must notify council using a different form. In summary, the classes are:

- Class 1** Hospitals, child care centres and aged care services which serve high risk food.
- Class 2** Premises that handle high risk unpackaged food, **or low risk food manufacturers making an allergen-free claim.**
- Class 3A** Preparation and/or cooking of potentially hazardous foods which are served to guests for immediate consumption at an accommodation getaway premises or food made using a hot-fill process resulting in a product such as chutney, relish, salsa, tomato sauce or other similar food.
- Class 3** Premises that handle unpackaged low risk food or pre-packaged high risk food requiring temperature control.
- Class 4** Sale of:
 - Pre-packaged low risk food such as confectionary, crisps, frozen ice cream, milk, drinks.
 - Packaged alcohol.
 - Whole uncut fruit and vegetables.
 - Wine tasting.
 - Packaged cakes without cream.
 - Low risk food including cut fruit, at sessional kindergarten or child care.
 - Simple sausage sizzles 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>

High Risk Foods are defined as any food that requires temperature control (refrigeration or heating). For example raw and cooked meats, chicken, fish, smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

ALL SECTIONS MUST BE COMPLETED

Application Details

New Registration

Renewal of Registration

Proprietor Details

Applicant Name: _____

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

Authority (eg Director): _____

Company Name _____

Are you a community group? Yes No

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 _____

For new applications only - Proposed opening date: _____

Type of Food Premises (e.g. Café, Restaurant) _____

Do you do off site catering? Yes No

Do you sell at stalls/markets? Yes No

Do you sell food from a mobile premises (eg van, caravan, trailer) 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 a liquor License? Yes No

Do you have on-premises dining? Yes No

If yes, what is the maximum number of patrons dining on-premises? _____

Food Safety Classification

Indicate the description that best describes your business - Final classification will be advised by Council

Class 1

- I handle un-packaged high risk foods for health care, residents of an aged or child care facility.

Class 2

- I handle un-packaged high risk foods that require temperature control for sale to the general public
 - A community group handling ready to eat high risk foods being stored under temperature control before serving.
 - A manufacturer of low-risk food with an allergen-free claim

Class 3

- I handle pre-packaged high risk foods that require temperature control and/or un-packaged low risk foods for sale to the general public.
- A community group handling high risk foods that are cooked and served immediately and/or low risk un-packaged foods.

Class 3A

- Preparation and/or cooking of potentially hazardous foods which are served to guests for immediate consumption at an **accommodation getaway premises**;
- Food made using a hot-fill process resulting in a product such as chutney, relish, salsa, tomato sauce or any other similar food

Food Safety Program (FSP) - Class 1 and Class 2 ONLY

Do you carry out ANY of the following processes/procedures?

- sous vide cooking, (cooking at less than 75 degrees Celsius) where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens;
- potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms as described in Australia and New Zealand Food Standards Code, Standard 3.2.2;
- preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe, acid may be naturally present, added or produced by the food (due to microbial activity);
- preparation of ready to eat foods containing raw unshelled eggs (unpasteurised);
- preparation of ready to eat raw or rare minced/finely chopped red meats;
- preparation of ready to eat raw and rare poultry and game meats;
- off-site catering where ready to eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served;

Any other complex food process activity such as:

- pasteurisation/thermal processing, where food is heated to a certain temperature for a specified time, to eliminate pathogenic organisms,
- packaging food where the oxygen has been removed and/or replaced with other gases for food safety or to increase shelf life of the food,
- any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food, as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.

If you answered YES to carrying out any of the listed processes, a Food Safety Program is required, please provide the relevant details below.

If you answered NO to all of the listed processes, a Food Safety Program is NOT required, please proceed to FOOD SAFETY SUPERVISOR section of this form.

Template Food Safety Program – indicate the template used.

- Department of Health Template for Class 2 premises
- Food Smart (online)Template for Class 2 premises
- Community Group Temporary/Mobile Class 2 premises template
- DH Class 3 premises minimum records
- Other

Independent – 3rd Party Audited

Name of Auditor _____

Address of Auditor _____

Telephone _____ E-mail _____

Food Safety Supervisor (FSS)

Class 1, 2 & 3A premises only

Name of Supervisor _____

For renewal applications -

I have previously provided proof of qualification of this FSS

My FSS qualification has been completed in the past 5 years or less. Yes No

The proprietor of the business must ensure that there is an appropriate and qualified Food Safety Supervisor for the premises. **Proof of qualification must be provided for new applications or a when the FSS changes.**

Required Documents

Floor plan of the kitchen/food preparation area showing location of appliances and sinks.

Class 1 Premises Copy of the non-standard / independent food safety program and a current certificate from an approved food safety auditor indicating that the FSP is adequate, if applicable.

Class 2 Premises If you have a standard food safety program template, 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).

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
- I am over 18 years of age at the time of completing this application

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.

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 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