

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 - This form is for Class 4 premises ONLY.

There are five classes of food premises – class 1, 2, 3A, 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. Class 4 premises food handling activities are one or more of the following:

- a) the sale to members of the public of:
 - i. pre-packaged low risk food,
 - ii. sausages that are cooked and served immediately, with or without onions cooked at the same time, bread and sauce –when cooked and sold at a temporary food premises or by a non-profit body,
 - iii. packaged or covered cakes (that do not have cream filling) at a temporary premises by a community group,
 - iv. biscuits, tea or coffee (with or without milk, soy, almond, or any other liquid) at a temporary premises by a community group.
- b) wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat.
- c) the sale to members of the public or the wholesale of whole (uncut) fruit or vegetables.
- d) the handling of low-risk food or cut fruit or vegetables and the serving of that food to children at an education and care service premises within the meaning of the ***Education and Care Services National Law Act 2010 (Victoria)***, and children's services within the meaning of the ***Children's Services Act 1996***.
- e) offering members of the public a free sample of a low-risk food for immediate consumption if that food is, or will be, available for sale at the premises in a packaged form.
- f) serving of coffee, tea (with or without milk, soy, almond, or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (e.g. fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg.
- g) the handling and serving of food at a family day care service premises, residence, and approved family day care venue within the meaning of the ***Education and Care Services National Law Act 2010(Victoria)***.

Please mark one of the following:

- The only food handling activities at my premises are as described above.
Please complete this form and submit to council for confirmation.
- The food handling activities carried out at my food premises involve other activities that are not listed above. **Please contact the council's Environmental Health Officer to discuss.**

Important – This form is only applicable to Class 4 food premises. Please read the pre-application information section at the beginning of this form which describes class 4 food handling activities. If there is any other food handling activities, kindly contact Council as this may alter your food premises classification.

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: _____

Type of food premises: _____

Street Address: _____

Suburb/Town: _____ Postcode: _____

Contact Person at Premises: _____

Business Phone _____ Mobile _____

E-mail _____

Food Vehicle details (if applicable)

Make _____

Model _____ Registration Number _____

Address the vehicle is stored at when not in use: _____

Food handling activity at the Premises

A food premises which sells to the public using **only** the following food handling activities;

- pre-packaged low risk food; or
- sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce when cooked and sold at a temporary food premises or by a non-profit body; or
- packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or
- biscuits, tea or coffee (with or without milk or soymilk) at a temporary premises by a community group; or
- wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat; or
- sale to members of the public or the wholesale of whole (uncut) fruit or vegetables; or
- the handling of low-risk food or cut fruit or vegetables and the serving of that food to children at an education and care service premises within the meaning of the ***Education and Care Services National Law Act 2010 (Victoria)***, and children's services within the meaning of the ***Children's Services Act 1996***.
- offering members of the public a free sample of a low-risk food for immediate consumption if that food is, or will be, available for sale at the premises in a packaged form.
- serving of coffee, tea (with or without milk, soy, almond, or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (e.g. fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg.
- the handling and serving of food at a family day care service premises, residence, and approved family day care venue within the meaning of the ***Education and Care Services National Law Act 2010(Victoria)***.

Please sign declaration of next page.

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.

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 the 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