

Information for Food Businesses

Food Act Application for Registration or Notification

There are four classes of food premises – class 1, class 2, class 3 and class 4. The 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 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 3a – Home prepared preserves.
- 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, 3a and 3 premises must **register** with the Council. **Class 4** premises must **notify** the Council.

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

- 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 a full list of class 4 activities, go to www.health.vic.gov.au/foodsafety

Information Privacy

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Please mark one of the following:

- ☐ The only food handling activities at my premises are as described above. Please complete a notification of a food premises 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 to discuss:

- the process for registering your premises using the Application to Register Food Premises form; and
- when 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, which are foods that require temperature control (refrigeration or heating). For example meats, chickens, fish, smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

Note: transfer of registration processes have now changed so Councils are in effect registering a new food

premises instead of transferring the details of the old business. In the event one established registered food business is finishing up at an address and a new food business is proposed to start then the current food business operator needs to consent on the final page of this form.

New Proprietor Details

Business name

Company name

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ABN

ACN

Note: If the proprietor is a company or association, specify name of person completing the application form and authority (eg. Director of Company).

Proprietor name

Authority

Proprietor postal address

Proprietor phone

Proprietor mobile

Proprietor email

New Premises Details

Trading name of pemises

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Application to Register Food Premises

Street address of premises

Postal address of premises

Contact name

Phone

Mobile

Email

Type of food premises

Food Vehicle Details

Registration Number

Make

Model

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Vehicle garaged address

Community Group

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

☐ Yes

☐ No

Are you selling ready to eat high risk food?

☐ Yes

☐ No

Is all of the high risk food cooked on site with the intention of serving immediately?

☐ Yes

☐ No

Food Related Details

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

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Is the food prepared or served exclusively for people or patients in an aged care service, hospital or meals on wheels service?

☐ Yes

☐ No

Is the food prepared or served exclusively for children at a childcare centre?

☐ Yes

☐ No

Is the food high risk?

☐ Yes

☐ No

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

☐ Yes

☐ No

Do you prepare fruit salad, fruit juice or salads?

☐ Yes

☐ No

Do you cut / slice fruits and vegetables?

☐ Yes

☐ No

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.

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Application to Register Food Premises

Do you handle 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 at retail shops / wholesale / distributor?

- ☐ Yes
☐ No

Is any of the food being re-packaged?

- ☐ Yes
☐ No

Do you refrigerate, cook and / or reheat any food?

- ☐ Yes
☐ No

Is any of the food pre-packaged?

- ☐ Yes
☐ No

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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 Council about your food handling activities, select your food premises classification below as advised by your Council:

- ☐ CLASS 1
☐ CLASS 2
☐ CLASS 3a
☐ CLASS 3

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

For further information, go to www.health.vic.gov.au/food-safety

If your food premise 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 or, proceed directly to section: **Declaration**

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Food Safety Program

Do you have a Standard Food Safety Program?

- ☐ Yes
☐ No

Please select the type of FSP and then proceed to FOOD SAFETY SUPERVISOR section

- ☐ Food Safety Program template for Class 2 Retail and Food Service Business No. 2 Version 3
☐ Food Smart (online)
☐ Other FSP template registered by the Secretary of Department Health

Name of Program

Registered number of template

Do you have a Non Standard Food Safety Program (Independent FSP)?

- ☐ Yes
☐ No

Has the program been audited by an approved Food Safety Auditor?

- ☐ Yes
☐ No

Date of audit

Name of Food Safety Program

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Declared QA Food Safety Program

Has the FSP been prepared under a QA system or code declared under the Food Act?

- ☐ Yes
☐ No

Specify the declared QA system or code

Audit certificate attached

- ☐ Yes
☐ 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

Documents Required for Quality Assurance and Audited Premises

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Class 1 premises requires:

- Copy of the non-standard / independent food safety program
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- A current certificate from an approved food safety auditor indicating that the FSP is adequate, only if applicable.

Class 2 premises requires:

- A current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act, only if applicable.
- If you have not attached the current certificate from an approved auditor, attach a copy of the nonstandard / independent food safety program (do not attach QA Systems).

Note: There are no documents required if you have a template standard food safety program

Food Safety Program - Class1 and 2 Only

Does your commercial business have a nominated Food Safety Supervisor?

☐ Yes

☐ No

Please provide the name of the Food Safety Supervisor

Note: 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 2 of this form

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Declaration of New Proprietor

Class 1, 2 and 3 food premises

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge.
- This application is a legal document and penalties exist for providing false or misleading information.

☐ 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

Partner signature

Signatory name

Partner name

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When Transferring Established Business Proprietorship

Proprietor name

Note: If the proprietor is a company or association, specify name of person completing the application form and authority (eg. Director of Company).

Authority

ABN

ACN

Postal address

Phone

Mobile

Email

Consent from previous proprietor to transfer the proprietorship from the previous proprietor to the new proprietor listed on the start of this form.

Signature

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Signature

Name

Name

CONTACT US

Phone 03 5760 2600 to make an EFTPOS
or credit payment over the phone.
EMAIL council@benalla.vic.gov.au

IN PERSON

Visit the Council's Customer Service Centre
at 1 Bridge Street East, Benalla

MAIL

Send this application back to us with a
cheque for the full amount made payable
to Benalla Rural City Council,
PO BOX 227, BENALLA VIC 3671

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