



# Application to Register a Food Premises

Food Act 1984

West Wimmera Shire Council  
Tel: 13 77 92  
[www.westwimmera.vic.gov.au](http://www.westwimmera.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 forms.**

### Food Act Application for Registration or Notification

There are five classes of food premises – class 1, class 2, class 3a, 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, childcare centres and aged care services which serve high risk food.
- Class 2 – other premises that handle high risk food unpackaged food.
- Class 3a – premises that are home-based businesses and accommodation getaway premises that undertake specific food handling activities.
- 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 as follows:

- The sale of shelf stable pre-packaged low risk food such as confectionery, crisps, frozen ice-cream, milk, bottled drinks – for example, newsagents, pharmacies, post office.
- 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 childcare.
- 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 <http://www.health.vic.gov.au/foodsafety>

### Please mark one of the following:

1.  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.
2.  The food handling activities carried out at my food premises involve other activities that are not listed above.

If you marked 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
- when your premises is a class 1, 2, 3a 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 foods that require temperature control (refrigeration or heating). For example, meats, chickens, fish, custard, cream, salads, cooked pasta, eggs and sandwiches.

**The attached notification of a food premises form may not be used by your council for community group events. Please contact your council to obtain the appropriate form.**



**West Wimmera Shire Council**  
**Tel: 13 77 92**  
[www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)

## Application to Register a Food Premises

*Food Act 1984*

Council Use Only	
Application Date :-	<input type="text"/>
Application Number:-	<input type="text"/>
Date of registration:	<input type="text"/>

**IMPORTANT** – Please read the pre-application information section at the beginning of this form. If your premises is listed as a **class 4**, please complete a **notification** form instead of this registration form.

### Proprietor Details

Title\*  Surname\*  Given Name(s) \*

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

Authority

e.g. Director of company

Business Name  Company Name (if applicable)

Street Address / Postal address\*

Suburb / Town\*  State \*  Postcode \*

Please provide at least one phone number and include the area code \*

Business Phone  Home phone  Business Fax  Mobile

Email\*

### Premises Details

Trading name of Premises

#### Premises

Street address

Suburb  State  Postcode

Contact person at premises (if not the proprietor)

Title\*  Surname\*  Given Name(s) \*

Please provide at least one phone number and include the area code \*

Business Phone  Home phone  Business Fax  Mobile\*

Email\*

Type of food Premises\*

e.g. video store, news-agency



**Q5. Do you handle any food that does not require refrigeration?**

Is any of the food pre-packaged?

Is any of the food being prepared/made and sold directly to the public?

Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?

Is any of the food being re-packaged?

**Q6. Do you refrigerate, cook and/or reheat food?**

Is any of the food pre-packaged?

Is any of the food unpackaged?

Is any of the food being prepared and sold directly to the public?

Is any of the food being manufactured and sold to retail shops/wholesale/distributor?


**Classification**

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

Food Premises Classification \*

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, refer to the Food Classification Tool at [www.foodsmart.vic.gov.au/foodclass/](http://www.foodsmart.vic.gov.au/foodclass/)**

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 3a or 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 & Food Service Businesses No. 1. Version 3
	Food Smart (Online)
	Other FSP template registered by the Secretary of Department Health

**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? 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, attach 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 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

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 Only (1) Copy**

**Class 1 Premises - A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable. Only (1) Copy**

**Class 2 Premises - A current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act only if available. Only (1) Copy**

**Class 2 Premises - 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 food premises only.**

By checking this box I confirm that I have read and understood all the statements above \*

**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 as described on page 2 of this form.

## Payment Details

Please contact West Wimmera Shire Council's Environmental Health Officer on 03 5585 9900 to confirm appropriate fee and arrange payment.

## Declaration

### Class 1, 2, 3a & 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

### Class 3a & 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 1984* 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.

### Existing Proprietor

Signature

Signature

Print applicant name

Print applicant name

Date

Date

## Privacy Statement

The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's offices or go to Council Privacy statement located at: [www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)

## Lodgement

If you intend to post this form please use the details provided below:

West Wimmera Shire Council  
PO Box 201  
Edenhope VIC 3318

Telephone: 03 5585 9900  
Fax: 03 5585 9950  
Email: [council@westwimmera.vic.gov.au](mailto:council@westwimmera.vic.gov.au)  
Website: [www.westwimmera.vic.gov.au](http://www.westwimmera.vic.gov.au)