

Application to Transfer a **Food Premises**

West Wimmera Shire Council Tel: 03 5585 9900 www.westwimmera.vic.gov.au

Council Use Only		
Application Number :-		
Application Date:-		
Ledger Number:-		

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 form.

Food Act Application for Registration or Notification

There are now four classes of food premises- class 1, class 2, 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, child care centres and aged care services which serve high risk food.
- Class 2 other premises that handle high risk food unpackaged food.
- 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 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, 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 https://www.health.vic.gov.au/foodsafety

Please tick 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.

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

If you ticked 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
- Whether 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. This means foods that require temperature control (refrigeration or heating). For example meats, chicken, fish small goods, custard, cream, salads, cooked pasta, eggs and sandwiches.

The attached Application to Transfer a Food Premises form may not be used by your council for community group events. Please contact your council to obtain the appropriate form.



Application to Transfer a Food Premises

Food Act 1984

West Wimmera Shire Council Tel: 03 5585 9900 www.westwimmera.vic.gov.au

Council Use Only		
Application Number :-		
Application Date:-		
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Fields marked with an asterisk (*) are mandatory and must be completed.

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

		Existing proprietor details	
Title*	Surname*	Given Name *	
If the proprietor is a c	ompany or association specify	y the name of person completing the application and authority (e.g. Director of company))
Authority		Company name (If applicable)	
-			
e.g. Director of comp	any		
Street address / Po			
Suburb / Town*		State * Postcode *	
Please provide et l	oast one phone number on	and include the area code *	
	east one phone number an		
Business Phone	Home phone	Business Fax Mobile	
()	()		
Email			
	_		
	Pr	roposed new proprietor details	
Title*	Pr Surname*	roposed new proprietor details Given Name *	
Title*			
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	Premises details
Trading name of prem	nises*
Premises address Street address	;
Street address	
Suburb *	State * Postcode *
0	
Title	t premises (if not the proprietor) Surname Given name (s)
Please provide at leas	ast one phone number and include the area code *
Business Phone	After hours phone Business Fax Mobile
()	
Email	
Food vehicle details Registration number	s (if applicable) Make Model
At what address is the Street address	e vehicle garaged when not in use?
Suburb *	Town * Postcode *
	Q
A community group is	Community Group
	s a not for profit organisation or a person(s) undertaking a food handling activity solely for the purpose of ritable purposes or for a not for profit organisation.
Are you a community	y group that sells food up to two consecutive days at a time and most
food handlers are volu	lunteers? tion: Food related details
If YES, are you selling	ng ready to eat high risk food?
If YES, is all of the hig	lassified as a class 3. Go to section: Classification igh risk food cooked on site with the intention of serving immediately?
Yes/No	classified as a class 3. Go to section: Classification.
If NO, you are a continuous and a continuous are a c	class 2, however you are exempt from the food safety supervisor
requirements. Go	o 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 the classific	cation of your food premises
Q1. Are you a wholesaler / distributor of pre-packaged food?	
If YES, is this the only food handling activity at your premises?	
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?	
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? If NO, proceed to question 4.	
If YES, is the food high risk?	
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?	
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 classifi - class 1, 2 or 3 Q5. Do you handle any food that does not require refrigeration?	cation of your food premises
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	
	ion below on a biond by
ollowing discussion with the Council about your food handling activities, select your food premises classificat our Council:	ion below as advised by
ood Premises Classification *	
Class 1 Class 2 Class 3	
assification selection is necessary so that you can complete the remainder of this application form.	
or further information, refer to the Food Classification Tool at www.foodsmart.vic.gov.au/foodclass/	
your food premise is classified as a class 1 or 2, go to section: Food Safety Program (FSP). your food premises is classified as a 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 Safet depending on the type of program used at your premises	y Program or question	(2) Non Standard Food Safety Prog	ram,	
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	on: Food safety superviso	or		
Food Safety Program Template for Class 2 Retail & Food Safety Program Template for Class 2 Retai	ood Service Businesses	No. 1. Version 3		
Food Smart (Online)				
Other FSP template registered by the Secretary of De	partment Health			
Name of program		Registered number of template		
Q2. Do you have a Non Standard Food Safety Program (Inde	ependent 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 p	rogram		
Declared QA Food Safety Program Has the FSP been prepared under a QA system or code declared	ed 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 If YES you are exempt from the food safety supervisor requ		Yes/ No		
Suppor	rting 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 On	ily (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 C payment.				
Declar	ration			
Class 1, 2 & 3 food premises				
I understand and acknowledge that: - The information provided in this application is true and complete to the - This application is a legal document and penalties exist for providing to the application is a legal document and penalties exist for providing to the application of the above and by ticking this box, I acknowledge to under the Food act for the premises will be kept. If the business is owned by a sole trader or a partnership, the proprietor of the premises is according to the proprietor of the premises is according to the proprietor.	false or misleading information that I will ensure that the appropriate minimum records required or(s) must sign and print name(s).			
If the business is owned by a company or association - the applicant or Existing Proprietor	n benali of that body must sign and print their name.			
Signature	Signature			
Print applicant name	Print applicant name			
Date	Date			
Proposed new proprietor Signature	Proposed new proprietor 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

Lodgement

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

West Wimmera Shire Council Telephone: 03 5585 9900 PO Box 201 Fax: 03 5585 9950

Edenhope VIC 3318 Email: council@westwimmera.vic.gov.au

Website: www.westwimmera.vic.gov.au