

Food Act 1984

Application to Register a Food Premises

The Food Act 1984 (the Act) regulates the sale of food for human consumption in Victoria. All businesses that sell food (and drink) for human consumption must be registered with or notify the Council in which their business operates or is primarily located.

Regulatory requirements are matched to the level of food safety risk associated with food handling activities at the premises.

Council Use Only	
Receipt No.	
Amount Paid.....	
Date Paid.....	
Certificate No	
Date Issued.....	

Proposed opening date / /20 **Registered until:**

BUSINESS OWNER/PROPRIETOR		
Fields marked with a red asterisk (*) are mandatory and must be completed		
Title	Surname*	Given Name(s)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>*If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Director of Company)</i>		
Authority (i.e Director of Company)	ABN*	ACN (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Company Name (Not Trading Name)		
<input type="text"/>		
Postal Address (All correspondence will be sent to this address)*		
<input type="text"/>		
Suburb/Town*	State*	Postcode*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Please provide at least one phone number and include the area code*</i>		
Business phone	Business fax	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

PREMISE DETAILS

Trading Name/Shop Name*

Street Address*

Suburb/Town*

State*

Postcode*

Contact person at the premises (if not the proprietor)

Title

Surname*

Given Name(s)*

Address*

Business phone*

Mobile

After Hours Phone

Email

FOOD SAFETY SUPERVISOR (FSS)

Class 1 and 2 food premises only

Surname*

Given name(s)*

Address*

Business phone*

Mobile

Email

*please provide a copy of your certificate of competency

Please 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 operates for two consecutive days or less

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises.

BUSINESS DETAILS

Please select your food premises classification*

Class 1 – Food being prepared or served exclusively for people or patients in an:

- Aged care service
- Hospital
- Childcare
- Meals on wheels service

Class 2 – Food premises selling or handling unpackaged food requiring temperature control

- Café; Deli; Takeaway premises; Restaurants
- Home business manufacturing high risk products that require refrigeration such as cakes containing cream or custard
- Community group (not for profit, all food handlers are volunteers) - food is cooked and held in bain-marie or refrigerated and then re-heated or food served does not involve a kill step such as home-made mayonnaise
- Other food business handling unpackaged high risk food (i.e. Caterers)

Please tick examples of food prepared/sold below:

- | | |
|---|--|
| <input type="checkbox"/> Sandwiches | <input type="checkbox"/> Small goods |
| <input type="checkbox"/> Cakes/slices with cream or custard | <input type="checkbox"/> Unpackaged pies/pasties/sausage rolls |
| <input type="checkbox"/> Casseroles/stews/curries/soup | <input type="checkbox"/> Fruit salad/fresh fruit juice |
| <input type="checkbox"/> Salads | <input type="checkbox"/> Pasta or rice dishes |
| <input type="checkbox"/> Pickles/relishes/chutneys | <input type="checkbox"/> Raw egg products (mayonnaise; tiramisu; mousse) |

Class 3 – Food premises selling or handling unpackaged food that does not require temperature control and/or pre-packaged food requiring temperature control

- Pre-packaged food that requires temperature control
- Un-packaged food that does not require temperature control
- Re-packing food that does not require temperature control
- Greengrocer that only sells cut fruit, vegetables and/or packaged food
- Home business selling low risk baked products that do not require refrigeration such as cakes without cream or custard
- Wholesaler/Distributor of food – food is sold to other food businesses
- Community group (not for profit, all food handlers are volunteers) – cooked on site and served immediately

Please tick examples of food prepared/sold below:

- | | |
|---|---|
| <input type="checkbox"/> Pies/pasties/sausage rolls heated in individual packaging | <input type="checkbox"/> Hot drinks made with an espresso machine |
| <input type="checkbox"/> Cakes/slices/biscuits without cream or custard (shelf stable) | <input type="checkbox"/> Barbeque including hamburgers; eggs; sausages; other meats |
| <input type="checkbox"/> Fruit and vegetables, whole or cut | <input type="checkbox"/> Jams |
| | <input type="checkbox"/> Ice cream/gelato (soft serve is Class 2) |

Class 4 – Food premises whose food handling activities pose a low risk to public health

- The sale of shelf stable pre-packaged confectionary, drinks at newsagents, pharmacies and video stores
- Bottle shops
- Sale of uncut fruit and vegetables at farmers markets or by greengrocers (either retail or wholesale)
- Wine tastings
- Shop and stalls with packaged cakes (excluding cream cakes), bottled jams or honey
- Sessional kindergartens serving low risk food including cut fruit
- 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)

A **community group** is a not for profit organisation or a person(s) undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or a not for profit organisation.

Are you a community group? Yes No

Class 4 premises please proceed to 'Declaration' section

FOOD SAFETY PROGRAM (FSP)

Which Food Safety Program will you be using:

Class 2 food premises

- Department of Health Food Safety Program for Class 2 businesses
- Food Smart (Online)
- Other Food Safety Program registered and approved by the Department of Health (i.e. McDonalds; Coles; Wendy's; 7-Eleven)

Name of Food Safety Program

Registered Template Number

OR

Class 1 (and other third party audited) food premises

- Non Standard Food Safety Program (Independent FSP)

OR

Class 3 food premises only

- By ticking this box, I acknowledge that I will ensure that the appropriate Food Safety Guide or Program required under the Food Act for the premises will be kept.

FOOD VEHICLE

Do you sell food from a food vehicle – if **YES** fill in the details below – if **NO** go to the next section

Food vehicle details (list multiple if applicable)

Registration number

Make

Model

Registration number

Make

Model

Registration number

Make

Model

Description of food vehicle (i.e. open/closed; food trailer; refrigerated van; self-contained van/truck/vehicle etc.)

At what address is/are the vehicle(s) garaged?

Street address

Suburb/Town

State

Postcode

HOME BASED FOOD BUSINESS

If your business is a home based food business, how will the food be sold? (at markets/festivals, delivered to customers, food will be picked up from the home)

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TEMPORARY OR MOBILE FOOD PREMISES

If your community group or business intends to operate from a temporary or mobile food premises (i.e. market stall; food van, truck or cart) you will also need to register on Streatrader.

<https://streatrader.health.vic.gov.au>

Once registered with Council and Streatrader, your Food Act Registration is recognised at festivals, markets and events state wide. You will need to lodge a Statement of Trade (SOT) for each event online via Streatrader.

Streatrader is also the registration system for water carter and vending machine businesses trading in Victoria.

TRADING DETAILS

Do you sell tobacco?

- Yes
- No

If Yes, is it from a vending machine?

- Yes
- No

Number of Equivalent Full Time Staff:

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Do you have a Liquor Licence?

- Yes
- No

If Yes, Licence number:

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Trading Hours

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

NEW REGISTRATIONS ONLY – REQUIRED DOCUMENTS CHECKLIST (Class 1,2,3)

- Floor plan of the premises (including all rooms; equipment/furniture and dimensions). Please refer to our *Food Act Construction Guideline* for an example of what is required.
- Proof of the nominated FSS qualifications; provide Proof of Enrolment if the course has not yet been completed.
- A copy of the Food Safety Program onsite.
- Temporary or mobile food premises must also register on Streatrader website.

DECLARATION

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
- This initial registration may be less than 12 months

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.

Applicant Signature*

Applicant Signature

Print Applicant Name*

Print Applicant Name

Date*

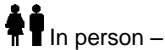
Date

PLEASE NOTE: You cannot trade or prepare food at the premises until an Environmental Health Officer has inspected the premises and a certificate of Food Act Registration is issued to you.

PRIVACY

The City of Ballarat will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the Information Privacy Act 2001 (Vic).

LODGEMENT & FURTHER ENQUIRIES



In person –

City of Ballarat
The Phoenix
25 Armstrong Street South, Ballarat
Office houses – 8.15am – 5pm Monday to Friday



By mail –

Environmental Health Unit
City of Ballarat
PO Box 655
Ballarat Vic 3353



Contact –

Environmental Health Unit
(03) 5320 5702
environmentalhealth@ballarat.vic.gov.au



Payment can be made online via B-Pay or on the City of Ballarat's website. Please contact the Environmental Health Unit to determine the fees and reference number for this application.

APPLICATION MUST BE FULLY COMPLETED AND THE ORIGINAL SUBMITTED TO BE PROCESSED