

## APPLICATION TO REGISTER A FOOD PREMISES

I/We the undersigned, hereby apply to register registration under the provisions of the Food Act 1984 the premises described hereunder and depicted in the floor plan attached / lodged with Council

### PROPRIETOR DETAILS:

|                                       |               |
|---------------------------------------|---------------|
| Name of applicant:                    |               |
| Authority (e.g. Director of Company): | Company name: |
| ABN:                                  |               |
| Postal address:                       |               |
| Contact numbers: Business phone:      | Facsimile:    |
| Home phone:                           | Mobile:       |
| Email:                                |               |

### PREMISES DETAILS:

|   |            |
|---|------------|
| Trading name of business:                           |            |
| Address of premises:                                |            |
| Contact person at premises (if not the proprietor): |            |
| Contact numbers: Business phone:                    | Facsimile: |
| Home phone:   | Mobile:    |

### COMMUNITY GROUPS:

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

Are you selling unpackaged ready to eat high risk food?      • Yes    • No    • Other (class 4 food premises)

If NO, you are classified as a class 3 OR 3A food premises

If YES, you will be classified as a class 2 food premises

Are you selling high risk food for more than two consecutive days at a time and most food handlers are volunteers?

Yes    • No      If YES, you MAY require a Food Safety Supervisor

### DESCRIPTION OF USE OF PREMISES:

(e.g. Commercial kitchen, restaurant, facility for the preparation of food to be sold from a mobile food vehicle, etc.)

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

Classification:      Class 1       Class 2       Class 3       Class 3A       Class 4

Number of staff:      Primary language used:

Is Tobacco sold? Yes / No      If so, only from a vending machine? Yes / No

Does the premises have sit-in dining: Yes / No

Does the premises have a license to sell liquor? Yes / No

### Food Safety Program (please complete this section if you are class 1 and class 2 only)\*

\*Refer to "Do I need a Food Safety Program?" on last page

| If Template, please indicate  | If Independent (non-standard), please indicate   |
|---|--|
| <input type="checkbox"/> Food safety program template for class 2 retail & food service | Name of Program:   |
| <input type="checkbox"/> Food Smart (online)  | Date of last audit      ...../ ...../ .....<br>(or proposed audit date)      ...../ ...../ ..... |

|   |   |
|---|---|
| <input type="checkbox"/> Other FSP template registered by the Secretary of Department of Health<br><br>Name of Program: .....<br><br>Registered number of Template: ..... | Auditor Name: .....<br><br>Registration No: ..... |
|---|---|

**Required Food Safety Program documents**

There are no attachments requirements if you have a template standard food safety program.

- Class 1 premises and Class 2 manufacturers – Copy of the non-standard/ independent food safety program (1 copy)
- Class 1 premises and Class 2 manufacturers – A current certificate from an approved food safety auditor indicating that the FSP is adequate *only if applicable* (1 copy)

**Food Safety Supervisor (Class 1, Class 2 and Class 3A)**  
Please attach a copy of evidence of required qualifications for the nominated Food Safety Supervisor

|                             |            |
|-----------------------------|------------|
| Name:                       |            |
| Contact numbers: Telephone: | Facsimile: |
| Mobile:                     |            |
| Email:                      |            |

**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 apply for providing false and misleading information

If the business is owned by a sole trader or as 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(s)**

Signature applicant/s \_\_\_\_\_ / \_\_\_\_\_

Printed name/s \_\_\_\_\_ / \_\_\_\_\_

DATE:    /    /

DATE:    /    /

**Fees:** Please contact Council’s Environmental Health Services Department to determine the appropriate fee and classification for your business. Fees are flat (no pro-rata) and are paid in full upon initial application. Registrations are valid for the registration cycle that is per calendar year. All food business classifications – with the exception of Class 4 - are renewable annually.

**Privacy Statement:** This information is collected under the requirements of the Food Act for enforcement and Public Health purposes. It may be provided to the Department of Human Services for the same purposes, and for statistical purposes related to the application of the Act. It will be treated in compliance with the Department of Human Services Information Privacy Principles and the Information Privacy Act.

**Lodgement**

**By Mail:**  
Po Box 55  
Towong VIC 3700

**By Email:**  
info@towong.vic.gov.au

**In Person:**  
Call to arrange an appointment                      1300 365 222

## DO I NEED A FOOD SAFETY PROGRAM? (FSP)

**All Class 1 premises are required to have a non-standard food safety program.**

**All \*manufacturers are required to have a non-standard food safety program.**

**All food services and retail food premises that conduct one or more high-risk food handling processes are required to have a food safety program.** The high-risk food handling processes are:

- sous vide cooking below 75 °C
- handling of potentially hazardous foods without temperature control as described in the Australia New Zealand Food Standards Code (the Code)
- acidified or fermented foods/drinks
- preparing ready-to-eat foods containing raw eggs
- preparing ready to eat raw or rare minced or chopped meats
- preparing ready to eat raw or rare poultry or game meats
- off-site catering
- any complex food process activity that does not use temperature control as described in the Code.

**\*Definition of manufacturers:** A manufacturer is a business that produces products for distribution beyond the local area.