# Application to register a food premises

**Council use only**

Application received: …………………………

Payment received: ……………………………

Registration number: ………………………..

Food Act 1984

Fields marked with an asterisk (\*) are mandatory and must be completed.

# Overview

Please use this form to notify Cardinia Shire Council of your intent to register a food premises under The Food Act 1984. The Food Act 1984 regulates the sale of food for human consumption.

There are five classes of food premises:

* Class 1 – premises where food is being provided to vulnerable people within a hospital, aged care or childcare setting or by home delivery services e.g. Meals on Wheels.
* Class 2 - premises that handle or manufacture unpackaged potentially hazardous food; or premises that manufacture low risk food for which any allergen free claim is made.
* Class 3A – premises that prepare and/or cook potentially hazardous foods which are served to guests for immediate consumption at an accommodation getaway premises; or a home based or temporary food premises such as a hired kitchen that makes product such as chutney, relish, salsa or tomato sauce using a hot-fill process.
* Class 3 - premises that handle unpackaged low risk food or high-risk pre-packaged food, warehouses and distributors.
* Class 4 – a premises at which the only food handling activities are one or more of the following:
* The sale of shelf stable pre-packaged low-risk food – for example confectionery.
* The sale of packaged alcohol – for example bottle shops.
* The sale of uncut fruit and vegetables – for example, green grocers and wholesalers.
* Wine tasting (which can include serving low-risk food or cheese).
* The supply of low-risk food, including cut fruit or vegetables to children at children’s education and care services.
* Tasting of low-risk food that is available for sale at the premises in a packaged form e.g. honey.
* The serving of coffee, tea (with or without milk, soy, almond or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (for example, fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg.

For a full list of class 4 activities go to: <https://www.health.vic.gov.au/food-safety/food-business-classification>

• Classes 1, 2, 3 and 3A must register with Council.

• Class 4 premises must notify Council (please complete separate form for Class 4 notifications).

**Note:** the registration is not approved and valid until you have paid the required fee and Cardinia Shire Council has approved the application and provided you with a registration certificate.

# Proprietor Details

\*Proprietor Type Company Individual  Partnership

*A Trust is not a legal entity for the purposes of the Food Act. The proprietor for a Trust is the Trustee/s*

\*Surname \*Given name Authority (company only)

If the proprietor is a company or association, specify name of person completing the application and authority (e.g. Directory of company).

Company Name ABN No

Business phone \*Mobile \*Email

**Note**: It is your responsibility to advise us of changes to email addresses or phone numbers. We communicate via email and SMS and a failure to update this information creates issues with registration renewal which may lead to enforcement action

## Proprietor Address (registered address if company)

\*Street address

\*Suburb/town \*State \*Postcode

## Postal Address

 \*Tick if postal address is the same as above; if different please provide details below.

Street address/PO Box

Suburb/town State Postcode

## Additional Contact Person (if required)

Name Role in Business Mobile Email

# Premises Details

\*Trading name

\*Type of food premises *e.g café, restaurant, supermarket*

 \*Tick and complete premises details below if this is an **existing business** that has been purchased by a new owner/proprietor

\*Previous Trading name

## Premises Address

\*Street address

\*Suburb/town \*State \*Postcode

Primary language spoken at premises (to assist with communication in future)

## Additional Premises Information

Please tick appropriate box:

**\* Water Supply:**

 Town/Mains Water  Private Tank Water

**\*Wastewater Disposal:**

 Reticulated Sewerage  Onsite Wastewater Management System (Septic Tank)

**\*Will this business be selling any tobacco or e-cigarette products?**  Yes  No

# Classification

Council will contact the applicant to discuss the selected food premises classification and food handling activities when reviewing this application. Fee payment is not required until the food premises classification has been confirmed with an environmental health officer.

\***Food Premises Classification**

 Class 1  Class 2  Class 3  Class 3A

# Food Safety Supervisor

**This section applies to Class 1, 2 and 3A food premises only.** Please provide a copy of the nominated Food Safety Supervisor’s course completion certificate. (Refer to [www.health.vic.gov.au/foodsafety/skills\_knowledge/fss.htm](http://www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm) for further information).

\*Food Safety Supervisor Email Address Phone Number

FSS Course Code 1 FSS Course Code 2

# Food Safety Program – Class 1 & Class 2 Premises

**\*Food Safety Program Type –** Please select your Food Safety Program type from the three main options

 Non-Standard (Independent) Food Safety Program

 I have attached a copy of the Food Safety Program (Class 1)

 I have attached an Auditors Statement regarding the adequacy of a food safety program (Form 4) (Class 2)

 Standard Food Safety Program

 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 of Health

Name of Program

Registered No. of Template

 Exempt from Food Safety Program

Please see information below on which types of Food Safety Program (FSP) can be used for each premises class. Some Class 2 Premises are currently exempt from the need to have an FSP, and this is based on the premises type and the food processes conducted.

**Class 1 Premises** –

Non-Standard (Independent) Food Safety Program Only

**Class 2 Premises** –

Manufacturers – Non-Standard (Independent) Food Safety Program Only

Retailer & Food Service – Dependent on what food processes are conducted. Will your business be undertaking any of the following food handling activities? Please tick all that apply.

|  |  |
| --- | --- |
|  | Sous vide cooking – cooking at less than 75°C where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens. |
|  | Making any potentially hazardous food that does not involve temperature control. Examples include: sushi, cured meats, aged beef, smoked foods, Chinese style roasted meats. |
|  | Preparation of acidified/fermented food or drinks e.g., sauerkraut, kombucha, century eggs. |
|  | Preparation of ready to eat foods containing raw (unpasteurized) eggs e.g., mayonnaise, chocolate mousse. |
|  | Preparation of ready to eat raw or rare minced/finely chopped red meats eg; steak tartare, rare burger patties |
|  | Preparation of ready to eat raw and rare poultry and game meats eg; rare wild (not farmed) kangaroo fillet |
|  | Offsite catering where ready to eat potentially hazardous food is prepared or partially prepared at one location and transported and served at an event. |
|  | Any other complex food processing activity e.g., pasteurization, modified atmosphere packaging of food. |

If you will be doing any of the above food handling activities, your business will require a food safety program (FSP). Go to the FoodSmart website to see what type of Food Safety Program is required for your business.

If you are a food retailing or food service business and will not be doing any of the above listed activities, your business is currently exempt from the requirement to have a food safety program. Manufacturers must have a Non-Standard FSP.

# Minimum Records – Class 3 Premises

Warehouse/Distributor – Required to keep minimum records (suppliers records)

All other premises – currently exempt from the requirement to keep supplier records.

Further Information

**Completing this form is for the application of registration under the *Food Act 1984* only.** It does not constitute permission under any other legislation, including relevant building and planning legislation.Before applying for registration, you should consult with other departments within Council to ensure you meet their permit requirements to avoid any compliance issues.

\*Have you confirmed with Council’s Planning Department that you have obtained any necessary planning permits or permissions for this premises  Yes  No

\*Have you confirmed with Council’s Building Department that you have obtained any necessary building permits or permissions for this premises  Yes  No

\*Signature:

\*Date:

To contact either of these departments please call Cardinia Shire Council on 1300 787 624

# Design fit-out and construction of food premises

* Council suggests contacting your relevant water authority to check if your business requires a trade waste agreement.
* Council may request additional information based upon the nature of the application.
* Design and construction of food premises must be in accordance with Food Standard Australia New Zealand (FSANZ) Food Safety Standard 3.2.2 and 3.2.3 and suitable for the food activities conducted as part of the business. Copies of these standards are available on the [www.foodstandards.gov.au](http://www.foodstandards.gov.au). The Australian standard for design, construction and fit-out of food premises (AS 4674-2004) also provides valuable information for many proprietors in designing their premises.

# Fees & Charges

Fees are calculated when the premises is ready for registration, not from date of application. Fee amounts will change at the beginning of each financial year.

The initial registration period is from the registration date until 31st December. Annual renewal fees apply thereafter.

Information about the online renewal process is sent out from October. The due date for payment of renewal fees and the completed application process is 30th November. This is to allow time for payments to clear before the busy holiday period and ensures that businesses are not trading illegally after 31st December.

|  |  |  |
| --- | --- | --- |
| **Type of Premises** | **Initial Registration Fee for 2023-2024 FY** | **Renewal Fee for 2024 (due 30th November)** |
| Class 1– aged care, childcare, hospitals, etc. | Jan 1–March 31: $1005.00 (GST exempt)  April 1–June 30: $753.75 (GST exempt)  July 1-Sept 30: $502.50 (GST exempt)  \*Oct 1-Dec 31: $1173.25 (GST exempt) | $673.00 (GST exempt) |
| Class 2 – premises handling potentially hazardous food, temperature sensitive, restaurants, cafes, etc. | Jan 1–March 31: $921.00 (GST exempt)  April 1–June 30: $690.75 (GST exempt)  July 1-Sept 30: $460.50 (GST exempt)  \*Oct 1-Dec 31: $1075.25 (GST exempt) | $617.00 (GST exempt) |
| Class 2 - Supermarket, large convenience, fast food or manufacturer | Jan 1–March 31: $1300.00 (GST exempt)  April 1–June 30: $975.00 (GST exempt)  July 1-Sept 30: $650.00 (GST exempt)  \*Oct 1-Dec 31: $1517.50 (GST exempt) | $870.00 (GST exempt) |
| Class 3A – accommodation getaway or home businesses conducting a hot-fill process | Jan 1–March 31: $550.00 (GST exempt)  April 1–June 30: $412.50 (GST exempt)  July 1-Sept 30: $275.00 (GST exempt)  \*Oct 1-Dec 31: $687.50 (GST exempt) | $550.00 (GST exempt) |
| Class 3 – premises handling unpackaged low risk food | Jan 1–March 31: $532.00 (GST exempt)  April 1–June 30: $399.00 (GST exempt)  July 1-Sept 30: $266.00 (GST exempt)  \*Oct 1-Dec 31: $621.00 (GST exempt) | $356.00 (GST exempt) |

\*If registration is granted between 1st October and 31st December, the registration will remain in place until 31st December of the following year.

## How to Pay

Cash, credit card and cheque – payments can be made in person at Council’s main office. Alternatively, credit card payments can be made over the phone, to use this option contact customer service on **1300 787 624 during business hours**

# Declaration

**All Applications**

 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.
* I am over 18 years of age at the time of completing this application

If the business is owned by a:

* sole trader or a partnership, the proprietor(s) must sign and print name(s).
* company or association - the applicant on behalf of that body must sign and print their name.

## Applicant’s signature

\*Print Proprietor or applicant’s name Print Proprietor or applicant’s name

\*Signature Signature

\*Date Date

# Privacy statement

The information gathered in the form is used by Council to process the application.

To view Council's privacy policy, either visit Council's offices or go to Council’s Privacy Statement located at [www.cardinia.vic.gov.au/privacy](http://www.cardinia.vic.gov.au/privacy)

# Lodgement

You can lodge your form by doing the following:

**In person:** 20 Siding Ave, Officer

**Post:** PO Box 7, Pakenham 3810

**Email:** [mail@cardinia.vic.gov.au](mailto:mail@cardinia.vic.gov.au)