

Application to Register a Class 1, 2 or 3 Food Premises

The Food Act 1984 (the Act) regulates the sale of food for human consumption in Victoria. If your business sells food you must either register with, or notify, the council where the premises is located. Regulatory requirements are matched to the level of food safety risk associated with food handling activities at the premises.

Premises/Business Details

Premises/Business Details Trading name of premises (Business Trading Name)

Premises address (Business Location)

Street Number Street address

Suburb / Town State Postcode

Business contact details

Business phone Mobile Fax

Email

Contact person at the

pre Title Given name(s)

Email Address~

Phone Role in the business

Proprietor/Licensee Details

Will this business be operated under a company? ACN no: (Australian Company Number)

Company name Email

Company address **(ALL CORRESPONDENCE/MAIL WILL BE SENT TO THIS ADDRESS)**

Contact phone

Will this business be operated by a person or partnership?

Proprietor/Licensee (1) ABN no: (Australian Business Number)

Surname Given name(s)

Address **(ALL CORRESPONDENCE/MAIL WILL BE SENT TO THIS ADDRESS)**

Suburb/Town State Postcode

Email

Business phone Mobile

Proprietor/Licensee (2)

Surname Given name(s)

Address

Suburb/Town State Postcode

Email

Business phone Mobile

Application to Register a Class 1, 2 or 3 Food Premises

Business Details

Type of food premises (Must specify) eg: café, restaurant, takeaway food

Brief description of food prepared/sold

Does your premises: *(All questions **MUST** be answered)*

- Have a licence to sell alcohol? YES NO
- Sell tobacco? YES NO if yes do you sell tobacco from a vending machine? YES NO
- Use water from a public supply? YES NO
- Use water from a private supply, eg: rainwater tank or bore? YES NO

Number of staff working at the premises/business (including self and volunteers)

Full Time Part Time Casual Volunteers

Preferred Language

Trading Hours

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
AM- PM	AM- PM	AM- PM	AM- PM	AM- PM	AM- PM	AM- PM

Classification of food

To determine your premises classification log onto the following website and answer a series of questions in relation to the activities you undertake at the premises, www.health.vic.gov.au/foodsafety/foodclass/index

Your Food Premises Classification is

CLASS 1 CLASS 2 CLASS 3

(If your food premises is classified as a Class 3, proceed directly to section: "Declaration")

Food Safety Program (FSP) - CLASS 1 and CLASS 2 ONLY

Class 2 only –

- Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2 or 3
- Food Smart (online)
- Other FSP template registered by the Secretary of Department of Health (11)

Name of Program Registered number of template

OR

Class 1 and some Class 2 premises –

- Non Standard Food Safety Program (Independent FSP) (12)

Provide details of who will audit your premises and program –

Auditor Name - Auditor ID

Please note: Environmental Health Officers may request a copy of your Food Safety Program

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Food Safety Program (FSS) - **CLASS 1 and CLASS 2 ONLY**

Food Safety Supervisor (FSS) Details –

Surname Given name(s)

Phone Email

***A copy of FSS Statement of Attainment MUST be attached**

DECLARATION

I understand and acknowledge that –

- The information provided in this application is true and complete to the best of my knowledge
 This application forms a legal document and penalties exist for providing false or misleading information

Signatures (Full names MUST be printed clearly)

Applicant 1

Name Signature Date / /20

Applicant 2 (if a partnership)

Name Signature Date / /20

If signing on behalf of a company please specify your position –

Proposed Opening Date

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. **Applications will not be processed until payment has been made.**

(Please allow a minimum of 15 business days for processing) Proposed opening date / /20

Fees - Please contact Environmental Health on 03 5471 1700

How to pay and lodge your application

↑ In person -

Mount Alexander Shire Council
 Corner Lyttleton Street & Lloyd Street
 CASTLEMAINE VIC 3450
 Office hours – 8.30am – 5pm Monday to Friday

☒ By mail – Return with cheque/money order to -

Environmental Health
 Mount Alexander Shire Council
 PO Box 185
 CASTLEMAINE VIC 3450

Further Enquiries

↑ Environmental Health Services

☎ (03) 5471 1700 ✉ info@mountalexander.vic.gov.au

Disclaimer

Mount Alexander Shire Council 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) and Mount Alexander Shire Council Privacy Policy.