

Notification of a Food Premises

Food Act 1984

Overview

Please use this form to **notify** the Greater Shepparton City Council of a new food premises (Class 4 only) under the Food Act 1984.

The Food Act 1984 regulates the sale of food for human consumption. A summary of the five classes is listed below:

Food Risk Classification Summary	
Class 1	<ul style="list-style-type: none"> Hospitals, childcare centres and aged care services which serve high risk food
Class 2	<ul style="list-style-type: none"> Handling of high risk unpackaged foods (ie: restaurants/café) Manufacturing low risk food with allergen free claims
Class 3A	<ul style="list-style-type: none"> Accommodation getaway premises providing food as part of accommodation stay (ie: B&B, motels) Food made using a hot-fill process resulting in products such as jams, chutneys or any other similar foods
Class 3	<ul style="list-style-type: none"> Handling unpackaged low risk food Sale of potentially hazardous pre-packaged food Warehousing or distribution of packaged food Sale of shell eggs Making of sweet or savoury foods which do not require temperature control for safety (ie: biscuits, plain cakes)
Class 4	<ul style="list-style-type: none"> The sale of shelf stable pre-packaged low risk food such as confectionery, crisps, frozen ice cream, milk, bottled drinks (including packaged alcohol) – for example, newsagents, pharmacies, liquor stores The serving of coffee, tea, alcohol, water, soft drink (no fermented soft drinks containing a live culture) for immediate consumption – for example bars 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). Simple sausage sizzles at stalls, where the sausages are cooked and served immediately (sausages, bread, sauce and onion only). The sale of packaged cakes (excluding cream cakes) by community group. The supply of low risk food, including cut fruit at sessional kindergarten. The handling of food at family day care service

For more information on food business classes, please go to: <https://www.health.vic.gov.au/food-safety/food-business-classification>

This notification should be completed by **Class 4 premises only**. Class 1, 2 or 3 premises need to complete the application form.

Collection Notice

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the *Privacy and Data Protection Act 2014* (Vic). The “personal information” supplied on this application form is collected under the requirements of the *Food Act 1984*. This information may be disclosed to other areas of Council for the purposes of maintaining and updating your registration record and communicating with you in relation to your registration. It may also be provided to the Department of Health & Human Services for the same purposes and for statistical purposes related to the application of the Act or Regulation. If you do not provide the requested information we may be unable to process your application. To gain access to your personal information please contact the Health Department on 03 5832 9731.

Proprietor Details

Type of Proprietor: Company Individual Partnership

Proprietor – Company/Organisation

Name of Company: (Lodgement requirements on page 4)

Contact Person Name:

Position in Company (ie: Director/Secretary)

ABN and/or ACN:
(Must match Company name listed on this application)

Postal Address:

Business Phone:

Mobile:

Email:

Are you a registered charitable organisation:

Yes

No

Proprietor – Individual

Surname:

Given names:

Postal Address:

Business Phone:

Mobile:

Email:

Proprietor – Second Individual/Partner

Surname:

Given names:

Postal Address:

Business Phone:

Mobile:

Email:

Premises Details

Trading Name:

Address of
Premises:

Business Phone:

Mobile:

Type of food premise and description of food sold:			
Preferred Language:		Number of food handling employees: (If employees are casual or part-time – determine number of full time equivalent – 38 hrs/week)	
Preferred method of contact for written information:	<input type="checkbox"/> Postal Delivery	<input type="checkbox"/> Email	
Postal Address:			
Email Address:			
Food Vehicle Details (if applicable)			
Registration Number:		Make, Model & Colour:	
What address is the vehicle garaged at when not in use:			
Premises Details (continued)			
Proposed Opening Date:			
Trading Hours/Days:			
Will you sell tobacco products:	<input type="checkbox"/> Yes – Over the Counter	<input type="checkbox"/> Yes – Vending Machine	<input type="checkbox"/> No
Will you have a liquor licence:	<input type="checkbox"/> Yes – List type: _____		<input type="checkbox"/> No
Food Handling Activities at the Premises (choose from the list below)			
The only food handling activities that occur at the food premises are one or more of the following:			
<input type="checkbox"/> The sale of shelf stable pre-packaged low risk food such as confectionary, crisps, frozen ice cream, milk and bottled drinks (including packaged alcohol)			
<input type="checkbox"/> The sale of whole (uncut) fruit or vegetables			
<input type="checkbox"/> The serving of coffee, tea, alcohol, water, soft drink (no fermented soft drinks containing a live culture) for immediate consumption.			
<input type="checkbox"/> Offering a free sample of low risk food for immediate consumption, if that food is available for sale at the premises in a packaged form			
<input type="checkbox"/> The sale of sausages (may include onions, sauce & bread) at a temporary stall, where the sausages are cooked & served immediately			
<input type="checkbox"/> The sale of packaged or covered cakes (no products with cream filling) by a community group			
<input type="checkbox"/> The sale of biscuits, tea or coffee by a community group			
<input type="checkbox"/> Wine tasting (which may including serving of hard cheese & crackers)			
<input type="checkbox"/> The handling of low risk food including cut fruit or vegetables to children at a sessional children's service			
<input type="checkbox"/> The handling of food at a family day care service			

Declaration

I understand and acknowledge that:

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

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.

By ticking this checkbox I confirm that I have read and understood all the statements above

Applicant Signature:

Applicant Signature:

Print Applicant Name:

Print Applicant Name:

Date:

Date:

Lodgement

When lodging this application please supply the following documents as supporting information:

- Business Name Registration Certificate
- ABN Registration Certificate

You can lodge your form by doing the following:

In Person: 90 Welsford Street Shepparton

Post: Locked Bag 1000, Shepparton VIC 3630

Email: council@shepparton.vic.gov.au