



Notification of a Food Premises

Food Act 1984

Council Specific Information

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. There are four classes of food premises.

- Class 1 Hospitals, childcare centres and aged care services which serve high risk food.
- Class 2 Premises that handle high risk unpackaged food eg: restaurants and cafes
- Class 3 Premises that handle unpackaged low risk food or high risk pre-packaged food, eg: warehouses, distributors and convenience stores
- Class 4 Activities considered to be very low risk such as:
 - The sale of shelf stable pre-packaged low risk food such as confectionery, crisps, frozen ice cream, milk, bottled drinks – for example, newsagents, pharmacies, video stores and some milk bars.
 - The sale of packaged alcohol – for example, bottle shops.
 - 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).
 - The sale of packaged cakes (excluding cream cakes).
 - The supply of low risk food, including cut fruit at sessional kindergarten or child care.
 - 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).

For a full list of Class 4 activities go to <http://www2.health.vic.gov.au/public-health/food-safety>

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

Proprietor Details			
Type of Proprietor:	<input type="checkbox"/> Company	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership
Proprietor – Company/Organisation			
Name of Company:			
Contact person name:			
Position in Company (ie: Director/Secretary)			
ABN and/or ACN:			
Postal Address:			
Business Phone:		Mobile:	
Email:			
Are you a registered charitable organisation:	<input type="checkbox"/> Yes	<input type="checkbox"/> 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	

Food Vehicle Details (if applicable)			
Registration Number:		Make and Model:	
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 Activity at the Premises

Type of food handling activity (choose from the list below)

A food premises at which the only food handling activities are one or more of the following:

<input type="checkbox"/>	The sale to members of the public of: <ul style="list-style-type: none"> <input type="checkbox"/> pre-packaged low risk food such as confectionery, crisps, frozen ice cream, milk, bottled drinks. For example, newsagents, pharmacies, video stores and some milk bars; or <input type="checkbox"/> sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce when cooked and sold at a temporary food premises or by a non-profit body; or <input type="checkbox"/> packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or <input type="checkbox"/> biscuits, tea or coffee (with or without milk or soymilk) at a temporary premises by a community group; or
<input type="checkbox"/>	A wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat; or
<input type="checkbox"/>	The sale to members of the public or the wholesale of whole (uncut) fruit or vegetables; or
<input type="checkbox"/>	The handling of low risk food or cut fruit or vegetables and the serving of that food to children at a sessional children's 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:

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.

Lodgement

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