

Application to Transfer the Registration of a Food Premises

Food Act 1984

Information for Food Businesses – Food Act Registration or Notification

The Food Act 1984 (the Act) regulates the sale of food for human consumption. From 1 July 2010 a new food premises classification system applies to all food premises operating in Victoria.

If your business sells food you must either register with, or notify, the council in which the premises is located. This information sheet explains whether you will need to **register** or **notify**.

There are four classes of food premises - class 1, class 2, class 3 and class 4. The classification system means that regulatory requirements are better matched to the level of food safety risk associated with the food handling activities at different types of premises.

Classes 1, 2 and 3 premises **must register** with the council

Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, the classes are:

- Class 1 - hospitals, child care centres and aged care services which serve high risk food.
- Class 2 - other premises that handle high risk, unpackaged food.
- Class 3 - premises that handle unpackaged low risk food or high risk pre-packaged food, and warehouses and distributors

Class 4 premises **must notify** the council

You will be a class 4 premises and only need to notify Council if your only food handling activities are as follows:

- 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://www.health.vic.gov.au/foodsafety>

Please tick one of the following

1. The food handling activities carried out at my food premises involve activities that are listed above under the class 1, 2 or 3 section
2. The only food handling activities at my premises are as described above under the class 4

If you ticked box 1, you are required to register with Council

If you ticked box 2, you are required to notify Council

Please contact Council to discuss the process for registering/notifying your premises using the application to register/notify a food premises form, and to discuss your correct classification and whether you require a food safety program and/or a food safety supervisor.

If you operate a **supported residential service** you will need to inform the council whether the majority of your residents are aged persons Council will ask if you handle or intend to handle high risk foods. This means foods that require temperature control (refrigeration or heating). For example, meats, chicken, fish, smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

Application to Transfer the Registration of a Food Premises

Council Specific Information

Please read the 'Information for Food Businesses' section at the beginning of this form. If your premises is listed as a class 4, please complete a *notification* form instead of this transfer of registration form.

Existing Proprietor Details

Type of Proprietor: Company Person Partnership

Name of Proprietor(s): ACN/ABN:

Address of Proprietor(s):
(Registered address if a company)

Suburb: State: Postcode:

Contact details: Bus: Fax: Mob:

Email:

New Proprietor Details

Type of Proprietor: Company Person Partnership

Name of Proprietor(s): ACN/ABN:

Address of Proprietor(s):
(Registered address if a company)

Suburb: State: Postcode:

Postal address:
(if different to above)

Suburb: State: Postcode:

Contact details: Bus: Fax: Mob:

Email:

Date new proprietor will take over the premises: / /

Would the new proprietor like to receive correspondence by email? Yes No

Premises Details

Premises address:

Suburb: State: Postcode:

Will the trading name remain the same? Yes No (if no, please write the new trading name below)

New trading name of premises (if applicable):

Type of food premises (eg café, restaurant, fast food):

Primary language spoken at premises:

Application to Transfer the Registration of a Food Premises

Contact details for premises :

Title	Family Name	Given Name/s

Bus: Fax: Mob:

Email:

Food vehicle details (if applicable):

Registration number	Make	Model

Community Group

A community group is a not 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 a community group that sells food for up to two consecutive days at a time and most food handlers are volunteers? Yes No

If No, go to section: Food Related Details

If Yes, are you selling ready-to-eat high risk food? Yes No

If No, you are classified as a class 3. Go to section: Classification

If Yes, is all the high risk food cooked on site with the intention of serving immediately? Yes No

If Yes, go to section: Food Related Details

If No, you are a class 2, however you are exempt from the food safety supervisor requirements. Go to section: Classification

Food Related Details

This section is to be completed in discussion with the local council. The answers will determine the classification of your food premises – class 1, 2 or 3

Q1. Are you a wholesaler / distributor of pre-packaged food? Yes No

If Yes, is this the only food handling activity at your premises? Yes No

If Yes, you are classified as a class 3. Go to section: Classification

If No, proceed to question 2

Q2. Is the food prepared or served exclusively for people or patients in an aged care service, hospital or meals on wheels service? Yes No

If Yes, you are classified as a class 1. Go to section: Classification

If No, proceed to question 3

Q3. Is the food prepared or served exclusively for children at a childcare centre? Yes No

If No, proceed to question 4

If Yes, is the food high risk? Yes No

If Yes, you are classified as a class 1. Go to section: Classification

If No, proceed to question 5.

Q4. Are you a greengrocer that only sells fruit, vegetables and/or packaged food? Yes No

If No, proceed to question 5

If Yes, do you prepare fruit salad, fruit juice or salads? Yes No

If Yes, you are classified as a class 2. Go to section: Classification

If No, do you cut / slice fruits and vegetables? Yes No

If Yes, you are classified as a class 3. Go to section: Classification

If No, you do not require Food Act registration. You only need to complete the notification form

If none of the above applies to your premises, the classification of your premises will depend upon the risk associated with your food handling activities such as refrigeration and cooking, Please answer the following questions to assist the council in determining whether your premises is a class 2 or 3

Application to Transfer the Registration of a Food Premises

Q5. Do you handle any food that does not require refrigeration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food pre-packaged?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food being prepared / made and sold directly to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food being re-packaged?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Q6. Do you refrigerate, cook and/or reheat food?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food pre-packaged?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food unpackaged?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food being sold prepared and sold directly to the public?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is any of the food being manufactured and sold to retail shops/wholesale/distributor?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Classification

Classification selection is necessary so that you can complete the remainder of this application form

Following discussion with Council about your food handling activities, select your food premises classification below:

Food Premises Classification: **Class 1** **Class 2** **Class 3**

If your food premises is classified as a class 1 or 2, go to section: Food Safety Program (FSP)

If your food premises is classified as a class 3, proceed directly to section: Declaration

For further information, refer to the Food Classification Tool at <http://www.foodsmart.vic.gov.au/foodclass>

Food Safety Program (FSP)

Class 1 and 2 premises only.

You must complete either question (1) Standard Food Safety Program or question (2) Non Standard Food Safety Program, depending on the type of program used at your premises

Q1. Do you have a Standard Food Safety Program? Yes No

If Yes, please tick the type of FSP you use below and proceed to section: Food Safety Supervisor

If No, proceed to question 2

Food Safety Program Template for Class 2 Retail & Food Service Businesses Number 1, Version 3

Food Smart (Online)

Other FSP template registered by the Secretary of Department of Health

Name of Program	Registered Number of Template

Q2. Do you have a Non Standard Food Safety Program (Independent FSP)? Yes No

Has the premises been audited by an approved food safety auditor? Yes No

If No, please specify when the premises is to be audited:

Expected date of audit	Name of Food Safety Program

Declared QA Food Safety Program

Has the FSP been prepared under a QA system or code declared under the Food Act? Yes No

If No, proceed to section: Food Safety

If Yes, complete the following details Yes No

- **Specify the declared QA system or code:**
- **Audit certificate attached** Yes No
 - If Yes, attach the certificate from the food safety auditor confirming that the program has been prepared under and conforms to that QA system code
 - If No, specify the date when the audit is to be undertaken:

Does the FSP include competency based or accredited training for staff at the premises? Yes No

If Yes, you are exempt from the food safety supervisor requirement

Application to Transfer the Registration of a Food Premises

Required Documents

- **Class 1 premises** – copy of the non-standard/independent food safety program - one (1) copy
- **Class 1 premises** – a current certificate from an approved food safety auditor indicating that the FSP is adequate - one (1) copy
- **Class 2 premises** - certificate of competency for the nominated food safety supervisor
- **Class 2 premises** – a current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act (if a 3rd party audit is conducted) – one (1) copy
- **Class 2 premises** – if you haven't attached the current certificate from an approved auditor – attach a copy of the non-standard / independent food safety program. (Do not attach QA system) - one (1) copy

Food Safety Supervisor

Class 1 and 2 premises only

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises.

I have attached a copy of:

- The certificate of competency for the nominated food safety supervisor **OR**
- The receipt for registration for a food safety supervisor course to be attended by a nominated food safety supervisor

Payment Details and Lodgement

The applicable transfer fees are listed below and are valid from **1 January 2021 to 31 December 2021** (GST Exempt)

Class 1A	Hospitals	\$316.00
Class 1B	Aged Care Facilities, Child Care Services, Meals on Wheels	\$242.50
Class 2A	Supermarkets (3 Plus Departments)	\$1,027.50
Class 2B	Supermarket 2 Departments and Less, Bakery, Food Manufacture Small, Café, Restaurant	\$316.00
Class 2CG & 3CG	Community Group	\$79.50
Class 2E	Premises that hold non-standard FSP's and are subject to independent audit (except supermarkets)	\$257.00
Class 2ES	Supermarkets – 3 Plus Departments that hold non-standard FSP	\$1,081.50
Class 3	Accommodation Meals, Health Food, Bar, Kiosks, Fruit/Vegetable, Confectionary Packaging, Food Vehicles, Lunch Trucks, High Risk Pre-Packaged Food, Full Year Sporting Clubs, Distributor, Importer, Winery, Large Warehouse	\$177.50
Class 3 Club	Season Sporting Club	\$89.50

- Payment by cash/cheque/eftpos/telephone (cheque made payable to Knox City Council. Payment reference required for telephone payments – located on invoice)
- Online payment is available at www.knox.vic.gov.au. Click on Make a Payment, then Food & Health Renewal Registration and follow the prompts. Refer to your invoice for your online payment reference.
- Please note, your invoice must be attached to this completed form when submitting.

If you intend to post or fax this form, please use the details provided below:

Knox City Council, 511 Burwood Highway, Wantirna South, VIC, 3152

Telephone: 03 9298 8000

Fax: 03 9298 8252

Email: health.services@knox.vic.gov.au

Once all completed paperwork & payment has been received by Council's Health Services department and if the premises is compliant as per the Food Act 1984, the transfer will be completed within 28 days from the take over date . Timings may differ if the premises is subject to a works program approved by Knox City Council's Health Services Department.

Declaration

Class 1, 2 and 3 premises

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
- I am over 18 years of age at the time of completing this application

Class 3 premises only

- In addition to the above I acknowledge that I will ensure that the appropriate minimum records required under the Food Act for the premises will be kept.

By signing, I confirm that I have read and understood all the statements above

(please see next page for signatures)

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<p>Signature of Existing Proprietor</p> <input type="text"/>	<p>Signature of Existing Proprietor</p> <input type="text"/>
<p>Print Name</p> <input type="text"/>	<p>Print Name</p> <input type="text"/>
<p>Authority (if signing on behalf of a company)</p> <input type="text"/>	<p>Authority (if signing on behalf of a company)</p> <input type="text"/>
<p>Date</p> <input type="text"/>	<p>Date</p> <input type="text"/>
<p>Signature of New Proprietor</p> <input type="text"/>	<p>Signature of New Proprietor</p> <input type="text"/>
<p>Print Name</p> <input type="text"/>	<p>Print Name</p> <input type="text"/>
<p>Authority (if signing on behalf of a company)</p> <input type="text"/>	<p>Authority (if signing on behalf of a company)</p> <input type="text"/>
<p>Date</p> <input type="text"/>	<p>Date</p> <input type="text"/>
<p>Privacy Statement</p>	
<p>The information gathered in the form is used by Council to process the application. To view Council's privacy policy, please either visit Council's office or go to Council Privacy Statement located at www.knox.vic.gov.au</p>	