



ALPINE SHIRE

Alpine Shire Council

Tel: 03 5755 0555

[www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au)

# Application to Transfer a Food Premises

Food Act 1984

Council Use Only

Application Number :-

Application Date:-

Ledger Number:-

## 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**.

**Please note: You must attach this page to your application or notification to register, renew or transfer a food premises form.**

## Food Act Application for Registration or Notification

There are now four classes of food premises- class 1, class 2, class 3 and class 4. The new 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. Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, the new 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 food unpackaged food.
- Class 3 - premises that handle unpackaged low risk food or high risk pre-packaged food, and warehouses and distributors.
- Class 4 - as described below.

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

**Class 4** premises must **notify** the council

You will be a class 4 premises and only need to notify 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 <https://www.health.vic.gov.au/foodsafety>

## Please tick one of the following:

1.  The only food handling activities at my premises are as described above

Please complete a notification of a food premises form and submit to council for confirmation.

2.  The food handling activities carried out at my food premises involve other activities that are not listed above

If you ticked box 2, you may be required to register with the council. Please contact the council to discuss:

- the process for registering your premises using the application to register a food premises form; and
- Whether your premises is a class 1, 2 or 3. This will decide 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 small goods, custard, cream, salads, cooked pasta, eggs and sandwiches.

**The attached Application to Transfer a Food Premises form may not be used by your council for community group events. Please contact your council to obtain the appropriate form.**



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# Application to Transfer a Food Premises

Food Act 1984

Council Use Only	
Application Number :-	<input type="text"/>
Application Date:-	<input type="text"/>
Ledger Number:-	<input type="text"/>

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

**IMPORTANT** - Please read the pre-application information section at the beginning of this form. If your premise is listed as a class 4, please complete a notification form instead of this registration form.

## Existing proprietor details

Title\*

Surname\*

Given Name \*

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

Authority

e.g. Director of company

Company name (If applicable)

Street address / Postal address \*

Suburb / Town\*

State \*

Postcode \*

Please provide at least one phone number and include the area code \*

Business Phone

Home phone

Business Fax

Mobile

Email

## Proposed new proprietor details

Title\*

Surname\*

Given Name \*

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

Authority

e.g. Director of company

Company name (If applicable)

Street address / Postal address \*

Suburb / Town\*

State \*

Postcode \*

Please provide at least one phone number and include the area code \*

Business Phone

Home phone

Business Fax

Mobile

( ) ( ) ( ) ( )

Email  
[ ]

**Premises details**

Trading name of premises\*  
[ ]

**Premises address**  
Street address  
[ ]

Suburb\* [ ] State\* [ ] Postcode\* [ ]

**Contact person at premises (if not the proprietor)**  
Title [ ] Surname [ ] Given name (s) [ ]

Please provide at least one phone number and include the area code \*  
Business Phone ( ) [ ] After hours phone ( ) [ ] Business Fax ( ) [ ] Mobile ( ) [ ]  
Email [ ]

Type of food premises\*  
[ ]

**Food vehicle details (if applicable)**  
Registration number [ ] Make [ ] Model [ ]

At what address is the vehicle garaged when not in use?  
Street address [ ]  
Suburb\* [ ] Town\* [ ] Postcode\* [ ]

**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 up to two consecutive days at a time and most food handlers are volunteers?  
• If NO, go to section: Food related details  
If YES, are you selling ready to eat high risk food?  
• If NO, you are classified as a class 3. Go to section: Classification  
If YES, is all of the high risk food cooked on site with the intention of serving immediately?  
Yes/No  
• If YES, you are classified as a class 3. Go to section: Classification.  
• 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?**

If YES, is this the only food handling activity at your premises?

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?**

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? If NO, proceed to question 4.**

If YES, is the food high risk?

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 &/or packaged food?**

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.

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

**Q5. Do you handle any food that does not require refrigeration?**

Is any of the food pre-packaged?

Is any of the food being prepared/made and sold directly to the public?

Is any of the food being manufactured on the premises to be sold to retail shops/wholesale/distributor?

Is any of the food being re-packaged?

**Q6. Do you refrigerate, cook and/or reheat food?**

Is any of the food pre-packaged?

Is any of the food unpackaged?

Is any of the food being prepared and sold directly to the public?

Is any of the food being manufactured and sold to retail shops/wholesale/distributor?



## Classification

Following discussion with the Council about your food handling activities, select your food premises classification below as advised by your Council:

Food Premises Classification \*

Class 1    
  Class 2    
  Class 3

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

**For further information, refer to the Food Classification Tool at [www.foodsmart.vic.gov.au/foodclass/](http://www.foodsmart.vic.gov.au/foodclass/)**

If your food premise 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

## Food Safety Program

**Class 1 and 2 food 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 NO Proceed to question Q2

If YES please select the type of FSP and proceed to section: Food safety supervisor

	Food Safety Program Template for Class 2 Retail & Food Service Businesses No. 1. Version 2
	Food Smart (Online)
	Other FSP template registered by the Secretary of Department 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 the answer is NO, specify when the premises is to be audited

**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 supervisor

If YES complete the following details:

- 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 with that QA system or code.

If NO, specify the date when the audit is to be undertaken

Does the FSP include competency based or accredited training for staff of the premises?

Yes/ No

If YES you are exempt from the food safety supervisor requirement.

## Supporting documents

There are no attachments if you have a template standard food safety program

**Class 1 Premises - copy of the non-standard / independent food safety program Only (1) Copy**

**Class 1 Premises - A current certificate from an approved food safety auditor indicating that the FSP is adequate only if applicable. Only (1) Copy**

**Class 2 Premises - A current certificate from an approved food safety auditor stating that the FSP meets the requirements of the Act only if available. Only (1) Copy**

**Class 2 Premises - if you have not attached the current certificate from an approved auditor - attach a copy of the non- standard / independent food safety program. (Do not attach QA Systems)**

## Food safety supervisor

### Class 1 and 2 food premises only.

By checking this box I confirm that I have read and understood all the statements above \*

### Please note that a food safety supervisor is not required if the food premises:

- has a declared QA food safety program that includes competency based or accredited training for staff of the premises; or
- is a community group that is exempt as described on page 2 of this form.

## Declaration

### Class 1, 2 & 3 food premises

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

### Class 3 food premises only

In addition to the above and by ticking this box, I acknowledge that I will ensure that the appropriate minimum records required under the Food act for the premises will be kept.

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.

### Existing Proprietor

Signature

Print applicant name

Date

### Proposed new proprietor

Signature

Print applicant name

Date

Signature

Print applicant name

Date

### Proposed new proprietor

Signature

Print applicant name

Date

## Privacy Statement

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 offices or go to Council Privacy statement located at: [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au)

## Lodgement

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

Alpine Shire Council  
PO Box 139  
Bright VIC 3741

Telephone: 03 5755 0555  
Fax: 03 5755 1811  
Email: [health@alpineshire.vic.gov.au](mailto:health@alpineshire.vic.gov.au)  
Website: [www.alpineshire.vic.gov.au](http://www.alpineshire.vic.gov.au)

## Payment Details

How to pay:

By cash, cheque or credit card - If you know the fee to be paid, include payment when delivering the form by post, fax or in person eg cash or cheque.

Payment by credit card - (Visa or Mastercard). Credit Card details to be provided on form or alternatively provide details via phone 03 5755 0555.

**REGARDLESS OF HOW YOU CHOOSE TO PAY FOR THE APPLICATION, YOUR APPLICATION WILL NOT BE PROCESSED BY COUNCIL UNTIL REQUIRED PAYMENT HAS BEEN RECEIVED**

You are required to accept the following terms and conditions:

Electronic form - document to be scanned to include signature (including any required supporting information) and forwarded to [info@alpineshire.vic.gov.au](mailto:info@alpineshire.vic.gov.au) with credit card details.

Print Form - deliver your application (including any required supporting information and necessary payment) to Alpine Shire Council BY FAX, BY POST OR IN PERSON. You are required to sign this form

Fees (GST free):

Class 1 premises - \$524.00 per annum  
Class 2 premises - \$455.00 per annum  
Class 3 premises - \$260.00 per annum

TRANSFER FEE = 50% ANNUAL FEE

Please complete credit card details below:

✂-----



Please charge my Visa/Mastercard:- (please delete as appropriate)

Card Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total Amount \$

Expiry Date:  /

Signature

Date:  /  /