



Application to register a food business

Please use this form to notify us of your intent to register a food premises. Under the *Food Act 1984*, businesses selling food for human consumption must be registered with their local Council.

Proposed New business owner – personal details

Owner	Title	
	Name (s)	
	Surname	
Postal address		
	Town	Postcode
Email		
Telephone	Phone	Mobile

Is the primary contact the business owner Yes No (Please complete below)

Primary Contact (if different from above)

Owner	Title	
	Name (s)	
	Surname	
Postal address		
	Town	Postcode
Email		
Telephone	Phone	Mobile

Are you completing this form on behalf of the business owner? Yes No

Business type (please tick appropriate box):

- Sole trader
- Partnership
- Company

Business details

Business trading name		
Company name (if different to trading name)		
Business Trading address (if different from owner's postal address)		
	Town	Postcode
Australian Business Number (ABN) – if available		
Australian Company Number (ACN) – if available		

Please note: trust funds are not acceptable as company or proprietor name.

Food Business Description

Describe the type of business you are proposing to operate e.g. café, restaurant, bar or manufacturer. Indicate the type of food / drink you intend to prepare / sell at the food premises.

Will you be selling tobacco? Yes No

Will you have dining on premises? Yes No

Number of seating's proposed.....

Number of tables proposed.....

Food class

The type of food and how you prepare and sell it determines your risk classification. Examples have been provided in the table below.

Please select what food Class your business is going to be:

Class	Description	Examples include (but not limited to)
<input type="checkbox"/> Class 1	Food prepared or served exclusively for vulnerable groups	<ul style="list-style-type: none"> - Aged care services, hospital, child care or meals on wheels service
<input type="checkbox"/> Class 2	Food premises selling or handling unpackaged food requiring temperature control	<ul style="list-style-type: none"> - Cafés, delis, take-away premises, restaurants or any home-based businesses that manufacturer high risk food - Community group or not for profit preparing high risk food - Supermarket or manufacturer - Sporting club or other food business - Handling unpackaged high risk food
<input type="checkbox"/> Class 3	Food premises selling or handling unpackaged food that does not require temperature control and/or pre-packaged food requiring temperature control	<ul style="list-style-type: none"> - Grocer who only sells cut fruit, vegetables and/or package food - Home based business selling low risk baked products such as cakes without cream, and/or custard, or butter. - Wholesaler / distributor / importer of food - Re-packaged food that does not require temperature control
<input type="checkbox"/> Class 4	Activities considered to be very low risk such as the sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables, and sausage sizzles	

Class 1 and 2 food businesses

This section is only required to be completed by Class 1 and Class 2 food businesses. All Class 1 businesses must have an independent Food Safety Program. Class 1 and Class 2 food businesses require to have at least one person who has completed the food safety supervisor training.

Please submit a copy of their certificates of competency to Council prior to commencing trading.

Name of food safety supervisor	
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I have attached a copy of the food safety supervisor's certificate/s with this application

Food safety supervisor is enrolled to do a course at		Date / /
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Food Safety Program (FSP) Declaration

- DHHS (Department of Health and Human Services) Class 2 Standard Food Safety Program template
- Other DHHS approved Food Safety Program – Registered template number
- Non-Standard Food Safety Program (Independent FSP)- Requires annual third party audit

Sale or consumption of liquor

Do you plan on selling liquor at your food business? Yes No

If yes, please contact Council's Planning Team to discuss further approvals that may be required

Community Group

Are you a community group that sells food up to two consecutive days at a time and most food handlers are volunteers? Yes No

Food vehicle details (if applicable)

Registration Number:	Make:	Model:
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Please attach an additional word document with food vehicle details if more than one vehicle.

**Enquiries should also be made with your local water authority to check if your business requires a trade waste agreement and grease trap.

Design and fitout of your premises

Design and construction of food premises must be in accordance with Food Standard Australia New Zealand (FSANZ) Food Safety Standard 3.2.2 and 3.2.3 and suitable for the food activities conducted as part of the business. Copies of these standards are available on the www.foodstandards.gov.au. The Australian standard for design, construction and fit-out of food premises (AS 4674-2004) also provides valuable information for many proprietors in designing their premises.

Supporting documents

Please attach the following documents with your application to ensure it can be assessed and processed correctly.

<input type="checkbox"/>	<p>I have attached fit out floor plans, indicating the following details:</p> <ul style="list-style-type: none"> - Use / work processes to be carried out in each room or part of establishment - Include the location and type fittings and fixtures, surface finishes, furniture, shelving, benches - Indicate the location and proposed use of sinks and basins throughout the premises - Include the location and size of the grease trap - Include the septic tank system including the size, location and layout of disposal area (if applicable)
<input type="checkbox"/>	I have attached a copy of my proposed menu (optional)

Signature

Proprietor name:.....

Signature:.....Date:.....

Registration and renewal fees

Once your application has been received, we will contact you with an invoice and payment options for your registration fee.

Class 1 registration fee This fee will be waived by 50% in 2020/21 as part of Council's Community Support Package.	\$600 (GST exempt)
Class 1 renewal fee This fee will be waived by 50% in 2020/21 as part of Council's Community Support Package.	\$550 (GST exempt)
Class 2 registration fee This fee will be waived by 50% in 2020/21 as part of Council's Community Support Package.	\$500 (GST exempt)
Class 2 renewal fee This fee will be waived by 50% in 2020/21 as part of Council's Community Support Package.	\$450 (GST exempt)
Class 3 (Food Safety Plan Exempt Premises) registration fee This fee will be waived by 50% in 2020/21 as part of Council's Community Support Package.	\$250 (GST exempt)
Class 3 renewal fee This fee will be waived by 50% in 2020/21 as part of Council's Community Support Package.	\$200 (GST exempt)
New premises inspection fee	\$200 (GST exempt)
Additional inspections	\$200 (GST exempt)