



Application to register a food business

Please use this form to notify Council 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, manufacturer, take-away, home-based premises, mobile food premises. 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.....

Home-based food businesses

Will your new food business be **home-based**? Yes No

If **YES**, please refer to the **Wangaratta Planning Scheme Clause 52.11** for Home-Based Businesses and ensure relevant conditions can be met. For more information please contact Planning Department on 03 5722 0888.

Food Class

Victoria classifies food premises according to the level of food safety risk and the type of food handling activities that occur at the premises. Food premises are classified according to the highest risk activity occurring at the premises. There are 5 risk classes for food premises- Class 1, Class 2, Class 3, Class 3A and Class 4.

Please select the appropriate Class for your proposed new food business from the table below. Some examples have been provided, but for further assistance to determine your food Class please contact council's Environmental Health Team via envhealth@wangaratta.vic.gov.au or 03 5722 0888.

Please note: Class 4 food premises **do not** require a paid registration with council. Class 4 food premises are only required to **notify** council of their food handling activities via return of this completed form.

Class	Description	Examples include (but not limited to)
<input type="checkbox"/> Class 1	Food prepared, cooked or served exclusively for vulnerable groups	- Aged care services, hospital, child care centres or meals on wheels service
<input type="checkbox"/> Class 2	Food premises manufacturing, handling or selling unpackaged potentially hazardous food; OR food premises manufacturing low-risk food for which an allergen-free claim is made (excluding home-based premises)	- Cafés, delis, take-away premises, restaurants, caterers, or any home-based businesses that manufacturer high risk food - Community group or not for profit preparing high risk food - Supermarket or manufacturer - Hotel/ Pub - Sporting club or other food business - Handling unpackaged high-risk food - Manufacturer making allergen-free foods

<input type="checkbox"/> Class 3	Food premises handling unpackaged low-risk food, warehousing/ distribution of pre-packaged food, sale of pre-packaged potentially hazardous food, sale of shell eggs, sale of ready to eat potentially hazardous food by community groups, making of sweet/ savoury foods that do not require temperature control for safety	<ul style="list-style-type: none"> - Grocer who only sells cut fruit, vegetables and/or packaged food - Businesses making and selling low risk baked products such as cakes/ cookies/ muffins/ etc. with no additional cream/custard fillings added after baking - Wholesaler / distributor / importer of food - Re-packaged food that does not require temperature control - Community groups cooking food on site (eg. BBQ) for immediate consumption where those handling food are volunteers and the activity tasks place for a maximum of 2 consecutive days at time.
<input type="checkbox"/> Class 3A	Food premises preparing and cooking potentially hazardous foods which are served to guests on request for immediate consumption at an accommodation getaway premises (eg. B&B), OR a home-based or temporary food premises using a hot-fill process to make food products	<ul style="list-style-type: none"> - Bed and breakfasts, farm-stays, guesthouses, nature retreats, some motels - Chutneys, tomato sauce, relishes, salsas, jam made by a home-based food premises or at a temporary food premises (eg. A hired kitchen) which include preservatives (salt/ sugar/ vinegar) and are bottled and sealed hot.
<input type="checkbox"/> Class 4	Food premises selling pre-packaged low-risk food, temporary premises cooking and serving sausages immediately, wine tastings, sale of whole fruit and vegetables, handling and serving of low-risk food or cut fruit/ veg for children, food premises serving coffee/ tea/ alcohol for immediate consumption	<ul style="list-style-type: none"> - Newsagents, bottleshops, chemists and pharmacies, department stores, post offices - Community groups, charitable organisations, fundraisers cooking sausages for immediate consumption with or without onions, and bread and sauce (eg Bunnings sausage sizzle) - Green grocers, market stalls selling whole fruit or vegetables - Children's education or care services facilities - Wine bars, drinks vendors, coffee/tea sellers serving beverages for immediate consumption (without the addition of unpasteurized or potentially hazardous foods)

Food Safety Supervisors and Food Safety Programs

This section is only required to be completed by Class 1, Class 2 and Class 3A food businesses. All Class 1 businesses must have an independent Food Safety Program. Class 2 food businesses must follow a food safety program of their choice. Class 1, Class 2 and Class 3A food businesses are required to have at least one person who has completed food safety supervisor training and is the designated Food Safety Supervisor (FSS) for that business.

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, OR

Food safety supervisor is enrolled to do a course at

	Date / /
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Class 2 Food Premises- Food Safety Program (FSP) Declaration

Please advise which Food Safety program you will use at your premises:

- 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

Additional Information

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

Mobile Food Premises

Will your new food business be a mobile food premises? Yes No
(eg. Van, caravan, truck, coffee van, trailer)

Registration Number of vehicle:	Make:	Model:
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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.

***Please note:** your new business (including home-based) may require the installation of a grease trap and/or a trade waste agreement. Please contact **North East Water** for further information and guidance.

Supporting documents

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

<input type="checkbox"/>	I have attached fit out floor plans, indicating the following details: <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 options for payment of the registration fee and new premises assessment fee.

You are required to renew your registration annually by 31 December.

For more information about the appropriate fees please visit our website or contact the Environmental Health Department on 03 5722 0888.

