

Application for Registration of a Fixed Food Premises

For temporary or mobile food premises visit streatrader.health.vic.gov.au

Before you apply...	Yes	No
Have you spoken to Council's Planning Department to determine whether or not you require a planning permit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you spoken to a Building Surveyor to determine whether or not you require a building permit?	<input type="checkbox"/>	<input type="checkbox"/>
Have you spoken to South East Water to determine the appropriate size grease trap you require?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like us to review the floor plans of your premises before you conduct any work to ensure compliance with the Food Standards Code? If so, please enclose a 1:100 (minimum) scale drawing.	<input type="checkbox"/>	<input type="checkbox"/>

To City of Greater Dandenong Council: I/We, the undersigned, apply to REGISTER the Food Premises described below for the year ending **31 July 2020** under the provisions of the **Food Act 1984**

Premises details

Address of Premises:

Business name:
(Trading as)

Hours of operation:

Preferred language:

Number of employees:

Will you sell tobacco products (including shisha)?

Yes No

Will you have any outdoor dining?

Yes No

Applicant

Is the Proprietor (please tick appropriate boxes)

Please enclose:

a Company or Organisation (certificate of incorporation)
Complete details on page 2

Photocopy of ASIC documents

an Individual (sole trader)
Complete details on page 3

a Partnership (provide Tax File Number)
Complete details on page 3

Photocopy of Tax File Number

Note on Trusts:

a Trust is not a legal entity for the purposes of the Food Act. The proprietor for a Trust is/are the Trustee(s).

Premises Type (please select your principle or main activity)

Accommodation getaway	<input type="checkbox"/>	Aged care facility	<input type="checkbox"/>
Canteen / camps	<input type="checkbox"/>	Child care	<input type="checkbox"/>
Reception centre	<input type="checkbox"/>	Residential care	<input type="checkbox"/>
Bakery retail	<input type="checkbox"/>	Hospital	<input type="checkbox"/>
Convenience store (no open food)	<input type="checkbox"/>	Delivery meal organisation	<input type="checkbox"/>
Delicatessen	<input type="checkbox"/>	Bar / Pub	<input type="checkbox"/>
Green grocer	<input type="checkbox"/>	Café / Restaurant	<input type="checkbox"/>
Juice bar	<input type="checkbox"/>	Coffee and desert outlet	<input type="checkbox"/>
Nuts / Herbs / Spices retail	<input type="checkbox"/>	Take away foods / Fast food / Kiosk	<input type="checkbox"/>
Pasta retail	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Supermarket	<input type="checkbox"/>	Manufacturer – low risk	<input type="checkbox"/>
Home-based retailer	<input type="checkbox"/>	Manufacturer – potentially hazardous foods	<input type="checkbox"/>
Vending machine	<input type="checkbox"/>	Warehouse / Distribution / Wholesale	<input type="checkbox"/>

Please provide some more information about what you will be preparing, handling or selling:

Proprietor – Company/Organisation

Name of Legal Entity:

Contact person surname:

Given names:

Position in the Company/Organisation:
(eg Director/Secretary etc.)

Community Groups are fee exempt. Tick here if you are claiming a nil fee

ACN/ARBN:

ABN:

Registered address:

Postal address:

Business phone:

Mobile:

After hours phone:

Business fax:

Email:

Proprietor - Individual

Title: Surname: Given names:

ABN:

Postal address:

Business phone:

Mobile:

After Hours phone:

Business fax:

Email:

Proprietor – Second Individual / Partner

Title: Surname: Given names:

ABN:

Postal address:

Business phone:

Mobile:

After hours phone:

Business fax:

Email:

Partnerships – Please add extra sheets for other partners

What Next?

Upon receipt of this application form Council will determine the class of food premises and issue a Tax Invoice.

If you have submitted a set of floor plans we will assess them against the Food Standards Code and provide written feedback.

An Environmental Health Officer will contact you to arrange an inspection of the premises to ensure compliance. We can come to the premises during the fit out as well as a Final Inspection when you are ready to trade.

Please note that Proprietors of **Class 1** and **Class 2** food premises will need a Food Safety Program and must nominate a Food Safety Supervisor. Proprietors of **Class 3** food premises must complete the Minimum Records.

Privacy

Privacy and your personal information - Council is collecting this information for the purpose of considering your application for Registration of a Food Premises in accordance with the Food Act 1984 and to forward to you relevant information. The information will not be disclosed except as required by law. It may be provided to the Department of Health and Human Services for the same purpose, and for statistical purposes related to the application of this Act. It will be treated in accordance with the Department of Health and Human Services Information Privacy Principles and the Privacy and Data Protection Act 2014. If you fail to provide this information your application may not be able to be processed. You may access this personal information by contacting Council on 8571 1000.

Signature

.....
 ...
Signed by, or on behalf of, the above-named Proprietor

.....
 (In the case of a company or organisation, the person signing this form must state their position in the company/organisation, eg Director/Secretary etc.)

.....
 ...

Date: / /

Please print name

For your information

DO FOOD SAFELY Free online training is available for food handlers at <http://dofoodsafely.health.vic.gov.au>

STREATRADER

If you wish to sell food away from this fixed premises (eg at markets, festivals, events etc.) then you will also need to register at <http://streatrader.health.vic.gov.au>

FOOD SAFTY PROGRAMS

If you are a **Class 1** food premises you will need an independent (non-standard) food safety program. This is developed with the assistance of an approved auditor.

If you are a **Class 2 retailer or food service** business you can use a food safety program template. Details can be found at www.health.vic.gov.au/publichealth/foodsafety.

Alternatively, you can also use an independent food safety program.

Class 2 manufacturers will require an independent food safety program.

Independent food safety programs must be audited annually by an approved third party auditor.

FOOD SAFETY SUPERVISOR

All **Class 1** and **Class 2** food premises **MUST** nominate a Food Safety Supervisor (FSS). The FSS is someone associated with the business that knows how to recognise, prevent and alleviate the hazards associated with food handling, has a Statement of Attainment that shows the required food safety competencies from a registered training organisation (RTO) and has the ability and authority to supervise other people handling food at your premises and ensure that food handling is done safely.

Return completed form to the City of Greater Dandenong

Post:







City of Greater Dandenong
 PO Box 200
 Dandenong
 VIC 3175

In person at a customer service centre

- **Dandenong:** 225 Lonsdale Street, Dandenong
- **Springvale:** 397-405 Springvale Road, Springvale
- **Parkmore:** Shop A7, Parkmore Shopping Centre, Cheltenham Road, Keysborough

Email: council@cgd.vic.gov.au

Fax: (03) 8571 5196

 Phone 8571 1000	 TTY: 133 677 Speak and listen: 1300 555 727 Internet: www.iprelay.com.au	Find us online 
 Fax 8571 5196	 TIS: 13 14 50	greaterdandenong.com
 council@cgd.vic.gov.au		