

Application for Registration of Food Premises / Vehicle

Food Act 1984



MORNINGTON
PENINSULA
Shire

Proprietor (applicant) details							
Type of proprietor:	Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>						
Name of company or other entity:	<input type="text"/> ABN/ACN <input type="text"/>						
If proprietor is a company or other entity, provide the name and position of authority of the person signing this document							
Name:	<input type="text"/> Authority e.g. Director <input type="text"/>						
Name of person (if not a company)							
Title	Family Name	Given names					
<input type="text"/>	<input type="text"/>	<input type="text"/>					
Proprietor postal address: <i>(includes company address if applicant is a company)</i>		<input type="text"/> <input type="text"/>					
Contact numbers (ensure that at least one contact phone number is provided and include the area code):							
Bus	<input type="text"/>	A/H	<input type="text"/>	Fax	<input type="text"/>	Mob	<input type="text"/>
E-mail	<input type="text"/>		<i>(must be provided)</i>				
If proprietor is a partnership the above detail needs to be provided for each partner.							
Premises details							
Premises street address and suburb:	<input type="text"/>						
Trading name of premises:	<input type="text"/>						
Type of Business e.g. Cafe:	<input type="text"/>						
FOOD PREMISES CLASS : 1 2 3 4 for assistance determining Class refer to site below: http://health.vic.gov.au/foodsafety/foodclass/index.htm							
Class 1 Only: Name of DHHS Approved Food Auditor	<input type="text"/>						
Class 1 or 2 : Title of your Food Safety Program <i>(Please include the title of your Approved Food Safety Program template or a copy of your Independent Food Safety Program with your application)</i>	<input type="text"/>						
Class 1 or 2 :Name of Your Food Safety Supervisor <i>(please attach copy of Food Safety Supervisor Training certificate with application)</i>	<input type="text"/>						
Food Vehicle Only please provide : Make/Model	<input type="text"/>						
Food Vehicle RTA Registration Number:	<input type="text"/>						
Address where the vehicle is normally garaged:	<input type="text"/>						
FOR CURRENT APPLICATION FEE PLEASE REFER TO THE 'ENVIRONMENTAL HEALTH FEE SCHEDULE'							
<input type="checkbox"/> *CLASS 4	SALE OF LOW RISK PRE PACKAGED FOODS ONLY – ZERO FEE *NOTE: if your application is for low risk activities only the registration will be on-going.						
Contact numbers at premises (ensure that at least one contact phone number is provided and include the area code):							
Bus	<input type="text"/>	Fax	<input type="text"/>	Mob	<input type="text"/>		
E-mail	<input type="text"/>		<i>(must be provided)</i>				

Premises detail

- Premises serviced by private tank water supply or by public mains water supply (please tick)
- Premises serviced by reticulated sewer system or by septic system (please tick)
- Tobacco sold at the premises Yes No (please tick)
- Tobacco sold at the premises through a vending machine Yes No (please tick)
- Liquor sold/licensed premises Yes No (please tick)
- Sit in dining available * Yes No (please tick)
- Outdoor dining available * Yes No (please tick)
- Footpath trading available * Yes No (please tick)
- *If yes*
 - Please enter total number of seats available to diners * _____
- Commercial cooking Yes No (please tick)
- Preparing sous vide Yes No (please tick)
- Preparing sushi Yes No (please tick)
- Are you a registered charitable organization? Yes No (please tick)
*(*must be approved by the ATO – Proof of Charitable Organisation’s status may be required)*

Required Supporting Information and Documentation

- Complete all fields on the application form and sign
- Application fee paid or enclosed
- Have you a photo copy of the driver’s license (both sides) of proposed proprietor/s?(submit with application)
- If registering under a company name, print out of company detail from ASIC. (submit with application)
- Have you contacted the Shire’s Statutory Planning Department to determine if any permits or restriction apply to the property?
- Have you contacted a private Building Surveyor to determine if any permits or restriction or works are required under the Building Code?
- Have you completed scaled plans that comply with Australian Standard Design, Construction and Fit-out of Food Premises AS 4674-2004? (submit with application)
- Have you completed a menu and a brief description of your business (submit with application)
- Have you contacted South East Water to discuss food interceptors & trade waste requirements?
- Have you provided details of your Food Safety Program (if class 1 or 2 business)
- Have you a copy of the Food Safety Supervisor Training Certificate (if class 1 or 2 business) (Submit with application)

Please Note

You are required to notify the Mornington Peninsula Shire in writing if your business practices change.

- If you are proposing commercial activities on footpaths (tables & chairs etc.), have you contacted the Shire’s Economic Development Unit?
- If you are proposing a mobile or temporary premises have you visited Streatrader:
- https://streatrader.health.vic.gov.au/public_site
- If proposing a mobile or temporary premises have you reviewed the Shire’s Itinerant Trading Policy?
- <http://www.mornpen.vic.gov.au/About-Us/Business-Economy/Permit-Information/Mobile-Food-Vans>

Further Information

Further information and a Food Safety Program template can be found at the DHHS website:
<http://www.health.vic.gov.au/foodsafety/bus/programs.htm>

Have you visited the Shire's website, specifically:



<http://www.mornpen.vic.gov.au/About-Us/Business-Economy/Business-Programs/Food-Safety-for-Business>
to begin to understand your responsibilities regarding food safety?

Declaration

I understand and acknowledge that the information provided in this application is true and complete to the best of my knowledge and that this application forms a legal document and penalties exist for providing false or misleading information.

Authorised person (on behalf of company)/
Proprietor (primary contact) signature

Date

Please note that this application for Food Act 1984 registration is NOT a:

1. Planning Permit or Planning Application (Contact the Shire's Statutory Planning Unit)
2. Building Permit or Building Permit Application (Contact the Shire's Statutory Building Unit or a Private Building Surveyor)
3. Footpath Trading Permit or Footpath Trading Application (Contact the Shire's Economic Development Unit)
4. Itinerant Traders permit or Itinerant Traders Application (Contact the Shire's Economic Development Unit)
5. Temporary Food Permit or Temporary Food Permit Application (Register on Streatrader on-line database at <https://streatrader.health.vic.gov.au/public> site)
6. Wastewater Disposal Consent or Wastewater Disposal Consent Application (Contact the Trade Waste Unit at South East Water on phone 131 694)

Advice should be sought from each Council Unit or Company as required

Submission of application and registration fees

For current Application Fee: Please Refer to the 'Environmental Health Fee Schedule'

Office Use Only: (Quick Code 007) Amount Paid _____ Receipt Number: _____
Date Received _____ Registration Number _____

Privacy statement

The information on this form is being collected by the Mornington Peninsula Shire and its authorised contractors in accordance with its Privacy Policy and the Privacy & Data Protection Act 2014 for the purpose of registration of a food premise/vehicle and providing information to business operators concerning legislative requirements.

You may access personal information you have provided to the Shire at any time and make corrections by contacting the Shire's Privacy Officer privacy@mornpen.vic.gov.au The Shire will use this information for the purpose it was collected and may use it for a secondary, related purpose that could be reasonably expected.

Note that variations may apply within classifications depending on the Environmental Health Officer's assessment of risk.

FOOD PREMISES CLASS 1 (Independently Audited)	FOOD PREMISES CLASS 2 (Class 2 – Independent Food Safety Program: Class 1 Annual Fee applies)	FOOD PREMISES CLASS 3
Creche	Accommodation Kitchen	Coffee Manufacturer
Hospital Kitchen	Bed & Breakfast	Community Market
Nursing Home	Bakehouse	Confectionery
Retirement Village	Cafe	Convenience Store & Petrol Station
Special Accommodation Kitchen	Caterer	Farm Produce
	Commercial Kitchen	Food Storage
	Delicatessen	Fruit/Vegetable Shop
	Domestic Kitchen	Ice Cream Parlour
	Domestic Premises Commercial	Licensed Grocer
	Food Factory	Liquor Retailer
	Fruit Juice Manufacturer	Pre Packaged Foods
	Food Vehicle	Wine Bar
	Health Food	Winery
	Hotel	Water Carter
	Licensed Club	
	Licensed Restaurant	
	Market	
	Milk Bar/Takeaway	
	Milk Bar	
	Mixed Business	
	Non Commercial Food Premises	
	Pizza	
	Restaurant	
	School Canteen	
	Supermarket/Grocery	
	Tea Rooms	
	Takeaway Food	
	Takeaway Restaurant	