



### 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](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?

### Applicant 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 and 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

### 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](mailto: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.

### 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 \_\_\_\_\_

