

FACT FILE

Registration of Food Premises

OVERVIEW

Mornington Peninsula Shire is responsible for the registration of all food premises within the Municipality under the *Food Act 1984*. This includes:

- Commercial premises such as hotels and restaurants;
- Temporary premises such as at markets, fetes and festivals;
- Food vehicles such as donut vans and soft-serve ice-cream vans;
- Food prepared for sale from domestic kitchens and charitable organisations.

REQUIREMENTS TO BE MET AND ADDITIONAL ASSISTANCE

In Victoria it is illegal to sell food from an unregistered premises. Food premises and vehicles must comply with the *Food Act 1984* and Food Safety Australia New Zealand Food Safety Standards.

The *Victorian Food Act* requires all new food premises that prepare potentially hazardous foods to have and implement an approved Food Safety Program prior to registration. A Food Safety Supervisor (FSS) is also required for these businesses as part of the *Victorian Food Act* and the Food Safety Program. The FSS is someone from the business, who is nominated by the business to fulfill this role.

The FSS has the authority to ensure that each employee who handles food has the skills and knowledge appropriate for the tasks that they undertake. This authority and knowledge is necessary for all aspects of food safety and handling by the business.

The food safety and food hygiene skills and knowledge required by the FSS may require further training or participation in a food hygiene and food handling course. A list of registered training organisations that can meet the necessary competency standards can be found at the following website www.training.gov.au

If you are a charitable organization or are holding a community fundraising event, you are exempt from providing a Food Safety Supervisor. However, you are still required to submit a Food Safety Program.

The Department of Health has developed a template to assist with meeting the Food Safety Program requirement. The template can be obtained at <http://www.health.vic.gov.au/foodsafety/bus/templates.htm>

Alternatively you can access the Food Smart website at www.foodsmart.vic.gov.au which leads you through an interactive module which can be submitted electronically to Mornington Peninsula Shire by e-mail to food@mornpen.vic.gov.au.

For the general requirements, food safety practices, construction requirements and equipment for a food business please log on to the Food Standards Australia New Zealand website <http://www.foodstandards.gov.au>

HOW DO I APPLY FOR REGISTRATION?

When applying for registration you must:

1. Check with the Mornington Peninsula Shire's Town Planning department to ensure that your proposal is permitted in the area you wish.
2. Write a brief description of the type of business you will be conducting and the activities you will be undertaking.
3. Submit drawn plans of the layout of the premises showing all fittings and fixtures.
4. Complete the appropriate application form and include the prescribed fee.
5. Complete your Food Safety Program in which you must nominate your Food Safety Supervisor.
6. Lodge a written proposal, floor plan, application form with fee and FSP details to the Shire's Environmental Health Team for assessment.
7. An Environmental Health Officer will then contact you in regards to your application.

Please note you should not proceed with the construction or fit out of premises without the prior written approval of the Shire's Environmental Health Team. The food premises should not commence operation until a final inspection and approval is given from an Environmental Health Officer at which time a Certificate of Registration may be issued.

WHAT IF I WANT TO SERVE ALCOHOL?

If you are planning to serve alcoholic beverages to your customers you should discuss this with Victorian Commission for Liquor and Gambling Regulation at www.vcglr.vic.gov.au You will also need to ensure that the appropriate planning approvals or consent from the Mornington Peninsula Shire is obtained and that the Victoria Police are satisfied with your proposal. You can not sell or serve alcohol without their prior consent.

STREATRADER

If your food premises plans to prepare food for sale at markets or events you must register your business on the Streatrader website <https://streatrader.health.vic.gov.au>

Once you are registered with Streatrader you are required to lodge a Statement of Trade for each event or market where your business will be selling food.

FURTHER INFORMATION

If you are contemplating handling, preparing or serving food and would like further information or a Food Registration Application form, please contact the Environmental Health Team of Mornington Peninsula Shire on Ph. 1300 850 600 or email food@mornpen.vic.gov.au You can also contact FSANZ at www.foodstandards.gov.au or Food Safety Victoria on ph. 1300 364 352 for further information.