

Food & Health Premises – 2026 Renewal of Registration



FREQUENTLY ASKED QUESTIONS

How do I pay for my renewal?

Payment can be made by credit card, BPay or in person at any Shire Customer Service Centre.

BPay: Once you have made the BPay payment via your bank, please ensure to then complete the online renewal of registration form or email environmentalhealth-renewals@mornpen.vic.gov.au and let us know you have made payment, if any details need to be updated/changed or if all the details for your business are still current.

Credit Card: Click the Pay Now link at the bottom of your renewal invoice

In Person: Pay with cash or cheque at any Shire Office and then complete the online renewal form or email environmentalhealth-renewals@mornpen.vic.gov.au and let us know you have made payment, if any details need to be updated/changed or if all the details for your business are still current.

Some of the information is incorrect on the renewal invitation email, what can I do?

Let us know the correct details in the relevant section of the online renewal form or email any changes to email environmentalhealth-renewals@mornpen.vic.gov.au

If the Food Safety Supervisor details have changed, please make sure to attach a copy of the training certificate for the current Food Safety Supervisor.

Is the renewal application an invoice for payment?

The email renewal invoice you have received from the Shire meets the statutory requirements under the Food Act 1984 or Public Health and Wellbeing Act 2008 and, upon payment, becomes an invoice for renewal fee payment. Shire payee details, such as company name and ABN, are included on the renewal invitation. Please note that the renewal of registration fee for your organisation is GST exempt.

I have recently taken over the business. Can I change details?

Registration details cannot be changed or transferred if you have purchased a food business. The Food Act 1984 requires that a new registration is issued following the sale of a food business. If you have recently purchased a food business, please apply for registration on the Shire's web site.

[Register a Food Business – Mornington Peninsula Shire](#)

If you recently purchased a registered health business under the Public Health and Wellbeing Act 2008, you can submit a transfer of registration form to the Shire at

[Health businesses – Mornington Peninsula Shire](#)

Can I lodge the application by email or phone?

The preference is for the renewal applications to be completed via the online renewal form at [Renew a food business registration - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](https://mornpen.vic.gov.au). Please refer to How do I pay for my renewal for payment options. Queries regarding the renewal of registration process can be email environmentalhealth-renewals@mornpen.vic.gov.au quoting your registration number in the subject line of the email or by calling the Environmental Health Team on 5950 1373.

I'm having issues lodging my application online, who do I contact?

If you are experiencing technical difficulties, refreshing the web page or logging in on a different device may also be of assistance. You can also contact us on 5950 1373 for assistance over the phone or to arrange a time to meet a team member in person for assistance at the Shire's Mornington Office.

What happens if I lodge the renewal registration/payment after 31 March 2026?

Food and health businesses have a due date of 31 March 2026 to complete the online renewal form and fee payment. Reminders will be sent out to unpaid businesses prior to 31 March 2026. Council has an obligation to follow up premises that have not applied for registration after the due date under relevant legislation.

Can I get an extension of time to pay the renewal?

All requests for extensions of time, payment plan and hardship must be made in writing to the Shire's Environmental Health Team and will be assessed on a case-by-case basis. Requests can be forwarded to environmentalhealth-renewals@mornpen.vic.gov.au marked attention to the Environmental Health Team. Please quote your registration number in the request.

[Financial Hardship Policy - Mornington Peninsula Shire](#)

Is the renewal of registration fee refundable?

The Food Act 1984 and Public Health & Wellbeing Act 2008 do not have specific provision for the refund of registration renewal fees. The fees for all Shire services are determined by Council during the annual budget process. Applications for partial refunds following the closure of your food or health business can be emailed to the Shire at customerservice@mornpen.vic.gov.au quoting your registration number. Partial refund is not an option if your business has a change of ownership.

When will I get my certificate of registration?

The Shire aims to send registration certificates as soon as possible if you have supplied all relevant details and your renewal is approved. The registration certificate will be sent as a PDF email attachment.

I need my certificate of registration urgently. Can I receive it as a high priority?

The Shire aims to process renewal applications in a timely manner, given the anticipated high volume of online renewal applications. If your registration certificate is required urgently, please contact the Shire's Environmental Health Team at environmentalhealth-renewals@mornpen.vic.gov.au quoting your registration number in the email subject line.

What is this information used for?

The Shire has a legal obligation to register food premises, health premises and caravan parks. It must keep certain information as part of the registration process. The information also allows the Shire to contact you to follow up issues relating to public health (i.e. food recalls). The online form includes a privacy statement with further information

My business is no longer trading, how do I cancel my registration?

An online closure form is available on the Shire's web site at [Notification of Closure of Existing Food Premises/Vehicle](#). Alternatively, please email the Shire's Environmental Health Team at environmentalhealth-renewals@mornpen.vic.gov.au to confirm that your business is closed, quoting your registration number in the email subject line.

How do I check whether my fees are correct?

For food businesses the current renewal fees are:

Registration Class	Fee
Class 1 Food premises	\$960.00
Class 2 Food premises	\$852.00
Class 3A Food premises	\$612.00
Class 3 Food premises	\$612.00

Please contact the Shire's Environmental Health Team on phone 5950 1373 if you have any queries about your classification. This is risk-based and dependent on the type of activities and foods being sold. The

Food Safety Victoria web site has further information at [Changes to food business classifications and regulations | health.vic.gov.au](#).

For health businesses the current renewal fees are:

Registration type	Category	Fee
Health premises	Body Piercing	\$360.00
	Beauticians	
	Colonic Irrigation	
	Ear Piercing	
	Tattooist	\$535.00
Prescribed accommodation	Hotel/Motel/Residential Accommodation	\$255.00
	/Student Dormitory/Holiday Camp/Hostel	
	Rooming House	\$536.00

Food safety program (for Class 1 and high risk 2 food businesses only)

Food Act amendments have changed the types of high-risk Class 2 food businesses that require a Food Safety Program. Please refer to the Food Safety Victoria web site for further information at [Changes to food business classifications and regulations | health.vic.gov.au](http://health.vic.gov.au).

What is a food safety program?

A food safety program is a written plan showing what a business does to ensure the food it sells is safe for human consumption. It is an important tool to help businesses maintain

safe food handling practices, demonstrate food safety substantiation under National

Food Safety Standards and protect public health. For further information visit [Food safety programs \(health.vic.gov.au\)](http://health.vic.gov.au).

What happens if I don't have a food safety program?

All Class 1 food premises and those Class 2 food premises that undertake complex food activities must keep a copy of their food safety program onsite. Council may request details of the food safety program prior to renewing your registration.

Class 3 food premises do not need a food safety program due to the lower food safety risk at these premises. However, they must still ensure the food they sell is safe and comply with National Food Safety Standards.

Food Safety Supervisors

What is a food safety supervisor?

This is a qualified person employed at the business to manage food safety as defined by the Victorian Government Department of Health. For further information go to

[Food safety supervisors \(health.vic.gov.au\)](http://health.vic.gov.au).

What competency standards do I need to meet to become a food safety supervisor?

Visit the Department of Health food safety website at [Food safety supervisors \(health.vic.gov.au\)](http://health.vic.gov.au).

How do I get these competencies?

Training must be completed through a registered training organization (RTO), or you must be issued with Recognition of Prior Learning by a RTO. For a list of RTOs go to [training.gov.au - Home page](http://training.gov.au)