

Application to Renew Registration of a Class 1, 2 or 3 Food Premises

The Food Act 1984 regulates the sale of food for human consumption in Victoria. If your business sells food you must register with the council where the premises is located, and renew this each registration period as set by the council. Regulatory requirements match to the level of food safety risk associated with food handling activities at the premises.

Premises/Business Details

Premises/Business Details Trading name of premises (Business Trading Name)

Premises address (Business Location)

Street Number Street address

Suburb / Town State Postcode

Business contact details

Business phone Mobile Fax

Email

Contact person

Surname Given names(s)

Email Address~

Phone Role in the business

Proprietor/Licensee Details

Will this business be operated under a company? ACN no: (Australian Company Number)

Company name Email

Company address

Will this business be operated by a person or partnership?

Proprietor name (1) ABN no: (Australian Business Number)

Surname Given name(s)

Address

Suburb/Town State Postcode

Email

Business phone Mobile

Proprietor name (2)

Surname Given name(s)

Address

Suburb/Town State Postcode

Email

Business phone Mobile

Application to Renew Registration of a Class 1, 2 or 3 Food Premises

Business Details

Type of food premises (Must specify) eg: café, restaurant, takeaway food

Brief description of food prepared/sold

Does your premises: *(All questions **MUST** be answered)*

- Have a licence to sell alcohol? YES ☐ NO ☐
- Sell tobacco? YES ☐ NO ☐ if yes do you sell tobacco from a vending machine? YES ☐ NO ☐
- Use water from a public supply? YES ☐ NO ☐
- Use water from a private supply, eg: rainwater tank or bore? YES ☐ NO ☐

Preferred Language

Trading Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/> AM- PM	<input type="checkbox"/> AM- PM	<input type="checkbox"/> AM- PM	<input type="checkbox"/> AM- PM	<input type="checkbox"/> AM- PM	<input type="checkbox"/> AM- PM	<input type="checkbox"/> AM- PM

Classification of food

To determine your premises classification, the Environmental Health Officer may request further information.

Your Food Premises Classification is

CLASS 1 ☐ **CLASS 2** ☐ **CLASS 3** ☐

(If your food premises is classified as a Class 3, proceed directly to section: "Declaration")

Food Safety Program (FSP) - CLASS 1 and CLASS 2 ONLY

Class 2 only –

- ☐ Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2 or 3
- ☐ Food Smart (online)
- ☐ Other FSP template registered by the Secretary of Department of Health (11)

Name of Program

Registered number of template

OR

Class 1 and some Class 2 premises –

- ☐ Non Standard Food Safety Program (Independent FSP) (12)

Provide details of who will audit your premises and program –

Auditor Name -

Auditor ID

Please note: Environmental Health Officers may request a copy of your Food Safety Program

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Food Safety Program (FSS) - **CLASS 1 and CLASS 2 ONLY**

Food Safety Supervisor (FSS) Details –

Surname Given name(s)

Phone Email

***A copy of FSS Statement of Attainment MUST be attached**

DECLARATION

I understand and acknowledge that –

- ☐ The information provided in this application is true and complete to the best of my knowledge
- ☐ This application forms a legal document and penalties exist for providing false or misleading information

Signatures (Full names MUST be printed clearly)

Applicant 1

Name Signature Date / /20

Applicant 2 (if a partnership)

Name Signature Date / /20

If signing on behalf of a company please specify your position –

How to lodge your application

📍 In person -

Mount Alexander Shire Council
Corner Lyttleton Street & Lloyd Street
CASTLEMAINE VIC 3450
Office hours – 8.30am – 5pm Monday to Friday

✉ By mail

Environmental Health
Mount Alexander Shire Council
PO Box 185
CASTLEMAINE VIC 3450

Further Enquiries

📞 Environmental Health Services

(03) 5471 1700

📧 info@mountalexander.vic.gov.au
environmentalhealth@mountalexander.vic.gov.au

Disclaimer

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