

Food Act 1984 (Vic)

Application to register temporary food premises



This form is to be used to apply for state-wide registration of one or more temporary food premises (stall, tent or other covered shelter) from which food is sold.

Under a state-wide registration system, one council in Victoria must be primarily responsible for approving your operations. This is the “**principal council**”. You must lodge this form with that council. This is the council for the following Victorian district:

- the district in which your food business **prepares or stores food** that is to be sold from the temporary food premises; or
- if food is not usually prepared or stored beforehand by your business – the district in which your food business usually **stores the equipment** for your temporary food premises; or
- if food is not usually prepared or stored beforehand by your business – the district in which your **usual business address** is located; or
- if none of the places listed above are in Victoria – the district in which the temporary food premises will **first operate**.

It is recommended that you contact council before completing this form. This will ensure that you –

- understand your obligations under the Food Act;
- know which council to lodge your application with;
- use the correct form and know how to complete it;
- can be informed about the classification of the components of the food business; and
- know whether you need to have a food safety program.

Class 4 activities

If you also wish to notify the council about any temporary premises from which you only engage in class 4 food handling activities, this can be included in Attachment 1 to this form. These activities are described in the “Food handled at class 4 temporary premises” box in that attachment.

Please note that unlike registration, you only need to complete one notification of class 4 premises. It does not need to be renewed annually. However, if in the future there are any changes to the information supplied about food handled or the number of premises, at that time you will need to inform the council by completing an updated form.

If you also wish to notify the council about any mobile premises or vending machines from which you only engage in class 4 food handling activities, contact your council to discuss what form it is best to complete. Your principal council can provide you with the relevant notification form.

Statement of trade

A statement of trade (SOT) about where and when you plan to operate the temporary premises listed in this application in the principal council’s district can also be completed within this form, or lodged after registration has been granted by the principal council (at least 5 days before you commence trading). A SOT must also be lodged with every other council in whose district the temporary premises are to operate, at least 5 days before operating in those councils’ districts. Your principal council can provide you with the SOT form.

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How to change over to state-wide registration

1. Start up information is required for a state-wide approach

As registration is now state-wide, this form will provide information about your food handling activities which will be relevant to the principal council when it considers your application. It will also assist any other council in whose district you choose to trade.

This will supplement the "statement of trade" details that you are to provide a council about where and when you will be operating in its district.

The details in this form only need to be completed once in this initial application form under the new state-wide arrangements. Please take the time to answer the form carefully. If you have any queries, your principal council can help you complete the details.

In future years, you will only be asked in your next registration/renewal application to confirm that the information is correct (without needing to repeat it) and update any details that have changed.

2. Will a 12 month registration suit your business or organisation?

If you have sold food in the past, you may have operated in a number of council districts, and had to apply for approval from each council separately.

You may have been granted a permit or short term registration that only applied for a particular event or for a short duration. Or you may have been registered to operate for 12 months.

If after considering this application, your principal council registers your premises, this registration will apply on a state-wide basis - and allow you to operate across the State, including in **all** council districts.

Registrations are general - not limited to a nominated event.

Registration will apply for a 12 month period - unless you choose to apply for a shorter period.

The advantage of a 12 month registration is that your organisation/business will be able to operate the registered premises anywhere in the State for this period, without needing to re-apply for approval within that period to any council. Registration can be renewed annually.

If you would like the option of operating -

- in more than one council district in the course of the year; OR
- on a number of occasions during the year in the same council district –

an annual registration may be more suitable as it will give you flexibility about when you can operate, and reduce the number of times in which you will need to apply for permission to operate.

If this is not relevant to you, discuss with your principal council whether a shorter period of registration will meet your needs. This may be the case if you are certain you will only need to operate:

- once or only very occasionally in the next 12 months (eg an annual school fete) AND
- all operations are in the one council district.

A council may have its own policies about fees for-

- 12 month registration;
- short term registrations (at your request);
- 12 month registration, but with a reduced fee for organisations that only operate occasionally over the course of a year;
- concessions or waivers of fees for community groups.

Refer to the box "payment details" for the fees system operated by the principal council using this form.

For more information about the state-wide system, go to www.health.vic.gov.au/foodsafety

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Council use only

Application number: Application Date: Ledger Number:

Proprietor of food business details

Is the proprietor of the food business a company/association? or an individual? or partnership?

Proprietor name <input type="text"/>	ABN if known (optional) <input type="text"/>
	ACN <input type="text"/>

If proprietor of the food business is an individual

Title <input type="text"/>	Surname <input type="text"/>	Given names(s) <input type="text"/>
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OR if proprietor of the food business is a company/incorporated Company/Association name <input type="text"/>	Authority to complete form on behalf of group eg director of company or member of committee of management <input type="text"/>
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OR if the proprietor of the food business is a partnership

Partnership name

Street address <input type="text"/>	Postal address <input type="text"/>	
Trading name <input type="text"/>		
Suburb/Town <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>

Please provide at least one phone number and include the area code.

Business phone <input type="text"/>	Home phone <input type="text"/>	Business fax <input type="text"/>	Mobile <input type="text"/>
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Email

Is there another person who is to be contacted about the food business if you are not available? **If yes**, please specify below.

Name <input type="text"/>	Role (eg manager, director, stall operator) <input type="text"/>
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Business phone <input type="text"/>	Home phone <input type="text"/>	Business fax <input type="text"/>	Mobile <input type="text"/>
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Email

Principal premises details

Please list here the address of the place where the food business that operates the temporary food premises covered by this application is based. This is to make sure that you are registering these premises with the correct council.

1. Do you have a fixed food premises at a permanent address that is already registered or notified with a council in Victoria under the Food Act?

Yes No

If no, go to 2. If you are unsure whether you need to register or notify a fixed premises because you prepare or store food for sale at that premises, contact the council in which the premises is located to discuss.

If yes,

(a) specify with which council:

If you know the registration number, insert it here:

(b) do you intend to prepare or store food that will be sold at the temporary premises at this place?

Yes No

If no, go to 2.

If yes, would you like to have *one registration* that covers that fixed food premises together with the other temporary food premises (such as your stall) listed in this application?

Yes No

Whether you answer **yes** or answer **no**, you must specify the address of that fixed food premises at 3.

2. You may not have a fixed food premises that requires registration or notification under the Food Act. If you do not, for the purposes of the Food Act your business will be based at the place in Victoria where equipment used at your stall or other temporary premises is usually stored.

Specify this address at 3.

If you do not have a usual place in Victoria in which you store the equipment, but you have a business address in Victoria, you will need to specify that address at 3.

If you have any queries, contact your council.

Interstate businesses: if you are visiting Victoria from interstate, AND –

- the food is prepared or stored outside Victoria, or
 - you do not prepare or store food and –
 - and the equipment for your temporary premises is stored outside Victoria
- and
- you do not have a business address in Victoria

Go to 4.

3. If the address is the one listed on page 1, tick here:

If it is a different address, complete the following:

Street address

Suburb/Town

State

Postcode

4. **Interstate businesses only:** if you answered “no” to 1, and 2 does not apply to you because your business operations are based outside Victoria, please specify the council district in which the temporary premises you are listing on this form will first operate in Victoria:

You must register with the Victorian council for this district.

If you are unsure where you will be first operating in Victoria, please specify the most likely district:

You must register with the Victorian council for this district.

Temporary food premises details

List the temporary food premises for which you are applying for registration (such as an uncovered stall or a covered portable shelter such as a marquee or tent that can be dismantled, or the occasional use of a hall or other place such as at an event).

If you have more than one temporary premises, list each one separately. For example, if you have one stall, list it only once. This stall can operate on a number of separate occasions or continuously. If you have two or more stalls that will operate in these ways, list them separately.

Do not list any temporary food premises that will only be used for class 4 activities. These do not require registration. They can be notified separately at the end of this form. Class 4 activities are described in the "Food handled at class 4 temporary premises" box in Attachment 1.

Give each stall or other temporary premises a number. This will be the "premises number".	Type of temporary food premises eg whether it is an uncovered set up such as a stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Have any of these temporary food premises been registered under the Food Act with **another council** in 2010 or 2011?

Yes No

If yes, insert the name of the council here:

Food handled at the temporary food premises

Please answer the following questions describing the type of food being sold and handled at each stall or other temporary food premises, by:

- ticking the box in column 1 to indicate 'yes' or ticking specific boxes to show the relevant food types; then
- where you have ticked or indicated 'yes', answering any additional questions in column 1 and ticking the relevant boxes in column 2; and then
- indicating the matching premises in column 3.

You can include activities that the business is likely to conduct at the premises within the next 12 months / registration period.

This will determine the classification of each temporary food premises as either class 2 or 3 (see column 4). Some of the other questions will also help the council assess your proposed operations.

If you are applying to register more than one stall, and different activities are to be undertaken at different stalls, you can answer for each stall.

Definitions:

In this form "high risk food" means food that contains bacteria that can cause food poisoning if correct food handling practices are not observed. For example raw or cooked meats, or foods that contain meats such as hamburgers, souvlakis, fish & chips and dim sims; also smallgoods, custard and dairy-based desserts such as cheesecakes, custard tarts and soft-serve ice cream, seafood, fruit salads and fruit juices, cooked rice and pasta, foods containing eggs, beans, or other protein-rich foods such as quiche, fresh pasta and soy bean products, and foods such as sandwiches and rolls.

"Low risk food" means food that is less likely to contain bacteria that will cause food poisoning. For example grains, cereals, popcorn, doughnuts, frozen ice cream (manufactured from pasteurised or heat treated milk), soft drink/alcohol, jams, dried fruits, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

"On site" means at the temporary food premises; "off site" means somewhere other than at the temporary food premises.

1 Type of food?	2 How is food handled?	3 At which temporary food premises? Either circle "all" OR Insert premises number as listed above.	4 Class
Is fruit salad, fruit juice or salads sold on site?	<input type="checkbox"/> Prepackaged (prepared off site)	All OR Insert premises number(s) -----	Prepackaged Class 3
	OR		
	<input type="checkbox"/> Prepared on site	All OR Insert premises number(s) -----	Class 2
	<input type="checkbox"/> Packaged or served as required	All OR Insert premises number(s) -----	Class 3
Are fruit/ vegetables cut / sliced on site?		All OR Insert premises number(s) -----	Class 3

<p style="text-align: center;">1</p> <p style="text-align: center;">Type of food?</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">How is food handled?</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">At which temporary food premises?</p> <p style="text-align: center;">Either circle "all" OR Insert premises number as listed above.</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Class</p>
<p>Do you sell any unpackaged low risk foods? (Please tick if you do.)</p> <ul style="list-style-type: none"> <input type="checkbox"/> carbonated beverages <input type="checkbox"/> biscuits <input type="checkbox"/> cereals <input type="checkbox"/> confectionery <input type="checkbox"/> dried fruits <input type="checkbox"/> grains <input type="checkbox"/> frozen ice cream, not including soft serve <input type="checkbox"/> nuts <input type="checkbox"/> wine/beer <input type="checkbox"/> bread or other wheat products <input type="checkbox"/> eggs in their shell <input type="checkbox"/> food for food tasting (food available to taste for up to 4 hours only) <input type="checkbox"/> other types of low risk foods to be sold – please specify: 		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
<p>Are cakes that have cream, custard or raw eggs as a filling sold on site?</p> <p>If yes – Does the business make the cakes?</p> <p><input type="checkbox"/> Yes</p> <p>Are the cakes purchased by the business?</p> <p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Prepackaged cakes</p>	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Prepackaged - Class 3</p>
	<p><input type="checkbox"/> Unwrapped cakes</p>	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Unwrapped - Class 2</p>
<p>Do you conduct barbeques on site? eg food cooked such as hamburgers, sausages, other meats, eggs, cooked vegetables, bread, raw vegetables.</p>		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>
<p>Are deep fried foods cooked on site? eg food such as chips, dim sims, spring rolls, dumplings</p>		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>

<p style="text-align: center;">1</p> <p style="text-align: center;">Type of food?</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">How is food handled?</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">At which temporary food premises?</p> <p style="text-align: center;">Either circle "all" OR Insert premises number as listed above.</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Class</p>
<p>Are desserts, such as cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard (eg strawberries & cream) sold on site?</p> <p>If yes -</p> <p>Are the desserts purchased?</p> <p><input type="checkbox"/> Yes</p> <p>Are ingredients (and finished desserts) stored under refrigeration?</p> <p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Desserts made off site and sold prepackaged</p> <p>OR</p> <p><input type="checkbox"/> Desserts made off site and sold unwrapped</p> <p>OR</p> <p><input type="checkbox"/> Desserts made on site</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Prepackaged Class 3</p> <p>Unwrapped Class 2</p> <p>Made on site Class 2</p>
<p>Are fruit juices/smoothies prepared on site and served immediately?</p> <p>If yes –</p> <p>Are they stored under refrigeration?</p> <p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Prepared and served as required</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Class 2</p>
<p>Is soft serve ice cream served on site?</p>		<p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Class 2</p>
<p>Are rice dishes served on site?</p>	<p><input type="checkbox"/> Prepared & cooked either on site or off site, but is placed in a bain-marie on site and served throughout the day</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Class 2</p>
<p>Are casseroles or curries served on site?</p>	<p><input type="checkbox"/> Prepared & cooked either on site or off site, but is placed in a bain-marie on site and served throughout the day</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Class 2</p>
<p>Are noodles/ pasta/ lasagna served on site?</p>	<p><input type="checkbox"/> Prepared & cooked either on site or off site, but is placed in a bain-marie on site and served throughout the day</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Class 2</p>

<p style="text-align: center;">1</p> <p style="text-align: center;">Type of food?</p>	<p style="text-align: center;">2</p> <p style="text-align: center;">How is food handled?</p>	<p style="text-align: center;">3</p> <p style="text-align: center;">At which temporary food premises?</p> <p style="text-align: center;">Either circle "all" OR Insert premises number as listed above.</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">Class</p>
<p>Are sandwiches containing high risk foods sold on site? eg the sandwiches contain smallgoods (such as Strasbourg, ham and chicken loaf), vegetables/salads, meat or cheese</p>	<input type="checkbox"/> Prepackaged <input type="checkbox"/> Prepared off site OR	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
	<input type="checkbox"/> Prepared on site <input type="checkbox"/> Packaged or served as required	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>
<p>Do you sell prepackaged high risk foods on site? (Please tick if you do.)</p> <input type="checkbox"/> pies, sausage rolls and pasties <input type="checkbox"/> meats, including poultry and game, <input type="checkbox"/> curries and lasagne <input type="checkbox"/> fresh pasta <input type="checkbox"/> smallgoods (such as Strasbourg, ham and chicken loaf), smoked salmon, soft cheeses, dips <input type="checkbox"/> other foods (please specify):	<input type="checkbox"/> Products are not removed from original packaging	<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
<p>Do you sell other types of high risk foods? Please specify:</p>		<p style="text-align: center;">All OR</p> <p style="text-align: center;">Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p>Contact your principal council to confirm the classification.</p>

If you have ticked both class 2 and class 3 activities for a stall/premises, then the classification of that premises is class 2.

Temporary food premises operations

If your answers are the same for all temporary premises listed in this application, answer once for each question below.

If your answers vary for different premises (eg you have an esky for one stall and a powered fridge for another), indicate this by answering for each premises using the premises number for each question.

Will a covered bin be provided for disposing of waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is being used to wash utensils and equipment coming into contact with any unpackaged food?	<input type="checkbox"/> Detergent and hot water <input type="checkbox"/> Disposable items will be used
Will a thermometer be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will hand washing facilities be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify what type: <ul style="list-style-type: none"> <input type="checkbox"/> Water drum with tap, soap, disposable paper towels <input type="checkbox"/> Sink with soap, disposable paper towels <input type="checkbox"/> Other, please specify.
How have food handlers acquired knowledge to handle food safely?	<input type="checkbox"/> Read Food Safety program information <input type="checkbox"/> Read Food Safety guidance documents <input type="checkbox"/> Completed Do Food Safely Online http://dofoodsafely.health.vic.gov.au/ <input type="checkbox"/> Received instruction by a Food Safety Supervisor
Will the food be reheated on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate how this is to be done:
What facilities will you use to keep high risk food refrigerated? For example: powered fridge/freezer (where power is available on site) and/or esky/cooler	Specify arrangements for each temporary premises (use premises number to indicate each premises):
How will food be transported to events?	<input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> Esky/cooler with ice <input type="checkbox"/> Food will be delivered by a registered food business <input type="checkbox"/> No food requiring refrigeration is sold (if you are unsure, contact your council).

Additional information – caterers only

This section only applies to caterers that have a capacity at any time to cater for 50 people or more.

You only need to answer the following questions if your business prepares for sale food that is served to a pre-arranged number of guests and both the following apply:

- (a) the food is served at a temporary food premises (such as a marquee); AND
- (b) this is at a function that is not open to members of the public, as the guests are invited.

Usually your business is paid for the food and its preparation and the serving of the food by the person who has arranged the function.

You do not need to complete this box if you operate a temporary food premises, such as a stall, where food is sold to any member of the public who wishes to purchase it from you.

Q1. Are you preparing and/or cooking food at a fixed premises that you serve at a temporary food premises such as a marquee?

Yes No

If no, go to question 2.

If yes, is the food being reheated at the temporary food premises on site before being served?

Yes No

If yes, does the food safety program address all of the food handling activities undertaken?

Yes No

If it does not, please contact council and provide details on how the food is to be handled to clarify what the program should cover.

Q2. Are you preparing and /or cooking food at a temporary food premises (such as a marquee) which is served at that location?

Yes No

If no, you have finished this section. Please go to the classification section.

If yes, answer question 3.

Q3. (a) Is the food to be served cold?

Yes No

If yes, does the food safety program address all of the food handling activities undertaken?

Yes No

If no, please contact council and provide details on how the food is to be handled to clarify what the program should cover.

(b) Is the food to be served hot?

Yes No

If yes, does the food safety program address all of the food handling activities undertaken?

Yes No

If no, please contact council and provide details on how the food is to be handled to clarify what the program should cover.

Classification

The correct classification is important as it will help you understand whether you need to have a food safety program.

Which premises are class 2 and which are class 3? Refer to the answers to the questions above, and complete the table below by ticking the relevant column.

However, if you are unsure, contact your council to determine the correct classification. The classification will be determined by council based on the answers provided above.

If you have contacted council, complete the table below based on that advice.

Premises number (list each temporary food premises by the premises number listed above)	Classification	
	Class 2	Class 3
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

If there is not enough space, attach additional sheet(s).

For further information, refer to the Food Classification Tool at <http://www.foodsmart.vic.gov.au/foodclass>

If **any** of your food premises are class 2, you will require a food safety program and food safety supervisor (FSS). Council can provide you with advice about food safety programs. Information is also available at <http://www.health.vic.gov.au/foodsafety/>

You will need to complete the next section headed **Food safety program**.

If **all** of your food premises are class 3, you will be required to keep minimum records as required under the Food Act. Go to the **payment details** section.

Food safety program (FSP)

Please answer these questions if any of the temporary food premises in the application are class 2.

Q1. Do you have any of the following types of FSP?

- Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2
- FoodSmart (online)

If YES, please select the type of FSP and go to Q4.

If NO, go to Q2.

Q2. Do you have any other type of standard FSP?

- Yes No

This is a FSP that involves completing a template registered under the Food Act.

If YES, specify the name of program FSP template.

Registered number of template

Go to Q4.

If NO, go to Q3.

Q3. Do you have a non standard food safety program (Independent FSP)?

Yes No

If YES, has the premises been audited by an approved food safety auditor?

Yes No

If NO, please specify when the premises is to be audited.

Date of audit

Name of food safety program

ATTACH (only if available) one (1) copy of a current certificate from an approved food safety auditor stating that the non-standard FSP meets the requirements of the Act.

OR if this certificate is not available --

ATTACH one (1) copy of the non-standard / independent food safety program.

Go to Q4.

Q4. Do you also have a class 3 premises listed in this application?

Yes No

If YES, do you wish to use the food safety program mentioned above for all of the class 2 and 3 premises covered by this application?

Yes No

If NO, you will need to keep the applicable minimum records for your class 3 premises and the food safety program for your class 2 premises.

Food safety supervisor

Class 2 premises only

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises.

Payment details (if applicable)

Contact us on 5272 4411 to find out if there is a fee payment for your registration.

Declaration

I understand and acknowledge:

- The information provided in this application, including any attachments, 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.
- I will keep a food safety program or minimum records, as specified in this application.

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).

If the business is owned by a company or association, the applicant(s) on behalf of that body must sign and print their name(s).

Applicant signature

Applicant signature

Print applicant name

Print applicant name

Date

Date

Council contact details

City of Greater Geelong PO Box 104, Geelong 3220
Phone: 03 52724411 Fax: 03 5272 4375 Email: contactus@geelongcity.vic.gov.au

To deliver this application: Print form, and deliver with any supporting documentation by fax, by post or in person or scan signed form and email to address above.

City of Greater Geelong Customer Service Centres are listed: [City of Greater Geelong website](#)

Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your business. Under the state-wide system, this will be done by your principal council and also any other council in whose district the temporary premises listed in this application will trade, where the information is relevant. It will be used in accordance with the Food Act and the Information Privacy Act 2000 and as authorised by law.

To view Council's privacy policy, please either visit Council's offices or go to:

City of Greater Geelong Website – [privacy information](#)

NOTIFICATION OF CLASS 4 TEMPORARY FOOD PREMISES

If you also operate any temporary food premises at which **only class 4** food handling activities are conducted, you can notify council by completing the remainder of this form.

Class 4 activities are those low risk activities listed in the second table below, headed **Food handled at class 4 temporary food premises**.

If a temporary premises such as a stall is used to carry out **class 2 or 3** activities, it should be listed at the front of this form (for registration). These stalls can also be used for lower risk class 4 activities and do not need to be listed again below.

Therefore you only need to complete the following sections if you have any different temporary food premises that will **only** be used for class 4 activities.

Class 4 temporary food premises details

Give each premises a number. This will be the "class 4 premises number".	Type of temporary food premises eg whether it is an uncovered stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place
Class 4 - 1	
Class 4 - 2	
Class 4 - 3	
Class 4 - 4	
Class 4 - 5	
Class 4 - 6	
Class 4 - 7	

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Food handled at class 4 temporary premises

Please tick the relevant boxes describing the food being sold or handled at each temporary premises listed above.

If you have one temporary food premises, answer for temporary food premises Class 4 - 1.

If you have more than one, and the food handling activities will be the same for all temporary food premises, answer "all class 4 temporary food premises".

If the activities may differ, answer for each temporary food premises using the premises numbers listed above.

"Low risk food" means food that is less likely to contain bacteria that will cause food poisoning. For example popcorn, doughnuts, jams, dried fruits, packaged chips, confectionary, bread, frozen ice cream (manufactured from pasteurised or heat treated milk), soft drink/alcohol, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

Class 4 premises number	Do you sell prepackaged low risk food? eg bottled jams, honey, prepackaged confectionary or cakes (without fresh cream fillings)	Do you offer wine tastings to members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat?	Do you sell whole (uncut) fruit or vegetables or prepackaged cut fruit or vegetables?	Do you sell sausages that are cooked and served immediately on site (which can be with or without onions cooked at the same time, and bread and sauce)?
All class 4 temporary food premises (if more than one)				
Class 4 - 1				
Class 4 - 2				
Class 4 - 3				
Class 4 - 4				
Class 4 - 5				
Class 4 - 6				
Class 4 - 7				

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

