

Notification of a Class 4 Food Premises



Information for Food Businesses – Food Act Registration/Notification

The Food Act 1984 (the Act) regulates the sale of food for human consumption for all food premises operating in Victoria.

If your business sells food you must either register with, or notify, the council in which the premises is located. This information sheet explains whether you will need to **register** or **notify**.

Food Act Application for Registration or Notification

There are four classes of food premises – class 1, class 2, class 3, Class 3A and class 4. The classification system means that regulatory requirements are better matched to the level of food safety risk associated with the food handling activities at different types of premises. Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, the new classes are:

- Class 1 – hospitals, child care centres and aged care services which serve high risk food.
- Class 2 – other premises that handle high risk food unpackaged food.
- Class 3 – premises that handle unpackaged low risk food or high risk pre-packaged food, and warehouses and distributors.
- Class 3A - The highest risk food handling activity conducted is using a hot fill process to produce food such as chutney, relish, salsa, tomato sauce or any other similar food. That is made at home-based businesses or temporary food premises (e.g., hired kitchen)
- Class 4 – as described below.

Classes 1, 2, 3 and 3A premises must **register** with the council. Please contact Council's Business Concierge on 9217 2180 for information about building or planning permits that may be required.

Class 4 premises must **notify** the council.

You will be a class 4 premises and only need to notify if your only food handling activities are as follows:

- The sale of shelf stable pre-packaged low risk food such as confectionery, crisps, frozen ice cream, milk, bottled drinks – for example, newsagents, pharmacies, video stores and some milk bars.
- The sale of packaged alcohol – for example, bottle shops.
- The sale of uncut fruit and vegetables – for example, green grocers and wholesalers.
- The supply of low risk food, including cut fruit, at an education and care services facility within the meaning of the Education and Care Services National Law, and children's services within the meaning of the Children's Services Act 1996 (Victoria)
- The serving of coffee, tea (with or without milk, soy, almond or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (e.g., fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg

If the only food handling activities at your premises are described above as Class 4, please complete the "Notification of a food premises" form and submit to council for approval.

For a full list of class 4 activities please refer to the Food Safety Victoria website.

Notify or Register a temporary or mobile food premises

If your food activity is conducted in a temporary food stall or mobile food vehicle, you must notify or register with Council using the Department of Health online registration system called **Foodtrader**.

Notification of a Class 4 Food Premises *Food Act 1984*



Phone: 9217 2277

TTY: 133 677 - ask for 9217 2170

Fax: 9409 9863

Email: publichealth@whittlesea.vic.gov.au

Mail: Locked bag 1 Bundoora MDC 3083

Council offices: 25 Ferres Boulevard, South Morang

Office use only	Issued:	Rec'd:	Ref no:
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Premises details

Trading name: Commencement date:

D	D	M	M	Y	Y
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Street address Suburb & postcode

Describe the type of food business

Is tobacco sold? *Please tick ✓* Yes No
 If yes, is it sold from a vending machine? Yes No

Proprietor details

Title First name Surname

Legal entity name

ABN

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 ACN

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Residential address

Contact numbers
 Business: Mobile:

Email

Business contact if not the proprietor

Title First name Surname

Residential address

Contact numbers
 Business: Mobile:

Email

Food handling activities at the premises

Please tick ✓ one or more of the food handling activities from the list below

- pre-packaged low-risk food
- the sale to members of the public or the wholesale of whole (uncut) fruit or vegetables
- the handling of low risk food or cut fruit or vegetables and the serving of that food to children at an education and care services facility within the meaning of the Education and Care Services National Law, and children's services within the meaning of the Children's sServices Act 1996 (Victoria)
- serving of coffee, tea (with or without milk, soy, almond or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption but does not include unpasteurised processed fruit or vegetables (e.g., fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg.

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application is a legal document and penalties exist for providing false or misleading information
- 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 on behalf of that body must sign and print their name.

By ticking this checkbox I confirm that I have read and understood all the statements above.

Proprietor signatures

Signature of proprietor 1

Print name

Date

D	D	M	M	Y	Y
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Signature of proprietor 2

Print name

Date

D	D	M	M	Y	Y
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Privacy Statement

Council is collecting the information on this form for the purpose of administration and enforcement of the Food Act 1984. The information will be used solely by Council for the primary purpose or directly related purposes. As required under Section 43 of the Food Act 1984, this information will be kept in a register (computerised database). In accordance with section 43(3), a copy of this information must be made available free of charge to any person who requests it. You may access this information by contacting Health Services on 9217 2277.