I/We, the undersigned, hereby apply to registerunder the provisions of the *Food Act 1984* the premises described below with Moorabool Shire Council.

**PROPRIETOR AND BUSINESS DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick one of the following to indicate the operational structure of the business:   |  | | --- | | Sole trader  Partnership  Company Incorporated association | | | | |
| **Is this a new or existing food business?** | New business Existing business  *All new food businesses will incur an establishment fee of $262.00* | | |
| **Name of proprietor:** |  | | |
| **Trading name:** |  | | |
| **ABN/ACN:** |  | | |
| **Proprietor’s contact details:** | Phone: | | Mobile: |
| Email: | | |
| **Contact person (if different from proprietor):** |  | | |
| **Contact person’s details:** | Phone: | Mobile: | |
| Email: | | |
| **Business address:** |  | | |
| **Postal address:** |  | | |
| **Type of food premises: *Please specify (eg. Sporting club, community group)*** |  | | |
| **Please provide a list of menu items or products:** |  | | |
| **Proposed opening date:** |  | | |
| **Wastewater:** | Sewer  Septic | | |
| **Is there a grease trap onsite?** | Yes  Reference number from water authority:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | |
| **Water supply:** | Mains water  Tank water | | |

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| **Council’s Public Health team will assess the information provided on the previous page to determine the class of your food business. Below are the fees and requirements for each class. Please be aware that Council’s registration fees are pro rata and may differ depending on when the application form is submitted to Council.** |
| **Class 2:** A community group that prepares and sells potentially hazardous food that involves:   * cooking the food and holding it (eg in a bain marie) and then serving it hot * cooking the food, storing it under refrigeration, before reheating and serving it later * operating for more than two days in a row   Fee:  Operating for less than 13 events a year: Free Operating for more than 13 events a year: $262.00  Additional document requirements for registration:   * A copy of the food safety supervisor’s certificate will be required if you plan to operate for more than two-days in a row. |
| **Class 3:** A community group that prepares and sells potentially hazardous foods with the intention of the food of being served immediately. Most food handlers are volunteers and the activity takes place for a maximum of two consecutive days.  Fee:  Operating for less than 13 events a year: Free Operating for more than 13 events a year: $177.00 |

**REGISTRATION CHECKLIST**

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| Please ensure that you have contacted the following before submitting this application to the Public Health Team: |
| **Council’s Statutory Planning Department:** new/existing planning permits, change of use.  **Council’s Building Department:** fit out of proposed structural changes.  **Council’s Community Safety Department:** A-frame signage, outdoor dining permit.  **The local water authority:** trade waste agreement and grease traps. |

**DECLARATION**I/We understand and acknowledge that upon paying the registration fee for this premise that:

* The information provided in this application is true and complete to the best of my knowledge, and;
* The application forms a legal document and penalties exist for providing false or misleading information.

|  |  |  |
| --- | --- | --- |
| **Proprietor signature:** |  |  |
| **Name:** |  |  |
| **Position:** |  |  |
| **Date:** |  |  |

For payments, Council will generate an invoice after receiving your application. Please be aware that invoices can take up to 5 business days to be generated. Once you have received your invoice, payment can be made via the following options:

* Post bill pay
* B-pay
* Cheque
* Over the phone with Council’s Customer Service on 5366 7100
* In person at one of the Council offices (Ballan, Darley, or Lerderderg Library)

**PRIVACY STATEMENT**  
*Your personal information is being collected by Moorabool Shire Council for the purpose of registering your food business as required under the Food Act 1984. Your information will be stored in the Health Manager database and will be used solely by Council for this purpose or a related secondary purpose unless in accordance with the provisions of the Privacy and Data Protection Act 2014. This information will be used to identify you when communicating with Council and for the delivery of services and information. Failure to provide some or all of this information may result in your application not being processed. Requests for access and/or correction should be made to Council’s Privacy Officer. For further information on how your personal information is handled, refer to Council’s Privacy Policy at* [*www.moorabool.vic.gov.au*](http://www.moorabool.vic.gov.au/)*.*