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**

|  |  |  |  |
| --- | --- | --- | --- |
| **Is this a new or existing food business?** | New business Existing business  *All new food businesses will incur an establishment fee of $262.00* | | |
| **Proprietor type:** | |  | | --- | | Sole trader  Partnership  Company Incorporated association | | | |
| **Name of proprietor:** *If the proprietor (the entity running the food business) is a company or incorporated association, provide the company’s or association’s name. If the proprietor is an individual or partnership, provide the name of the person/s.* | | | |
|  | | | |
| **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. Restaurant, café, childcare centre, manufacturer)*** |  | | |
| **Please provide a list of menu items or products:** |  | | |
| **Proposed opening date:** |  | | |
| **No. of full-time kitchen employees:** |  | | |
| **Wastewater:** | Sewer  Septic | | |
| **Is there a grease trap onsite?** | Yes  Reference number from water authority:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No | | |
| **Water supply:** | Mains water  Tank water | | |
| **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 1:** A premises that provides potentially hazardous food to vulnerable people (e.g. hospitals, aged care facilities, childcare centres).  Fee: $761.00 + $380.50 per additional food handling area.  Additional document requirements for registration:   * A copy of the independent food safety program for the premises * A copy of the Certificate of Adequacy for the food safety program from a Department of Health approved food safety auditor * A copy of the food safety supervisor’s certificate | | | |
| **Class 2:** A premises which handles or manufactures potentially hazardous food; or where a low-risk food with an allergen-free claim is manufactured (eg. Restaurant, café, manufacturer).  Fee: $761.00 + $380.50 per additional food handling area.  Additional document requirements for registration:   * A copy of the food safety supervisor’s certificate * An independent food safety program is required if any of the following activities occur:   + Sous vide   + Sushi   + Fermentation   + Cured meats   + End products containing raw egg   + Offsite catering   + Manufacturing   + A copy of the Certificate of Adequacy for the food safety program from a Department of Health approved food safety auditor will be required. | | | |
| **Class 3:** A premises that handles unpackaged low-risk foods, pre-packaged potentially hazardous foods, or the sale of shell eggs.  Fee: $535.00 | | | |
| **Class 3A:** An accommodation getaway premises that prepares and/or cooks potentially hazardous foods for guests for immediate consumption.  Fee: $535.00  Additional document requirements for registration:   * A copy of the food safety supervisor’s certificate | | | |

**REGISTRATION CHECKLIST**

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| --- |
| I have contacted all of the following before submitting this application to the Public Health team:  **Council’s Statutory Planning Department:** new/existing 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 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/)*.*