I/We, the undersigned, hereby apply to registerunder the provisions of the *Food Act 1984* the premises described below with Moorabool Shire Council. *All new food home businesses will incur an establishment fee of $131.00.*

**PROPRIETOR AND BUSINESS DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please tick one of the following to indicate the operational structure of the business:   |  | | --- | | 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:** |  | | |
| **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  Town 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 premises which handles potentially hazardous food; or where a low-risk food with an allergen-free claim is manufactured (e.g. Caterer, baked cakes with fresh cream). Fee: $761.00  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     - A copy the Certificate of Adequacy for the food safety program, issued by an approved Department of Health food safety auditor. |
| **Class 3:** A premises that handles unpackaged low-risk foods, pre-packaged potentially hazardous foods, or the sale of shell eggs (eg. Cakes and slices, protein balls, bread) Fee: $535.00 |
| **Class 3A:** A home-based premises where food is made using a hot-fill process (e.g. chutneys, relishes, sauces, jams). Fee: $535.00 A copy of the food safety supervisor’s certificate is required for this class. |

**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.  **Your 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.

|  |  |  |
| --- | --- | --- |
| **Applicant 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/)*.*