



Food Act 1984

Application for a Single Food Permit

INFORMATION

Please complete this form and provide it to Horsham Rural City council, once received Council's Environmental Health Department will notify you of the fees required.

This form should be completed by persons or community groups who are selling food on one occasion or event within the Horsham Municipality.

There are now four classes of food business based on the level of food safety risk associated with the food handling activities of different types of premises. Those classes are:

Class 1 – Hospitals, child care centres and aged care centres which serve high risk food.

Class 2 – Other premises that handle un-packaged high risk food.

Class 3 – Premises that handle un-packaged low risk food and pre-packaged high risk food requiring temperature control, warehouses and distributors

Class 4 – Sale of :

- Shelf stable pre-packaged low risk foods such as confectionary, crisps, frozen ice cream, milk , bottled drinks
- Packaged alcohol
- Whole uncut fruit and vegetables
- Wine tasting's
- Packaged cakes without cream
- Low risk food including cut fruit at a sessional kindergarten or child care
- Simple sausage sizzle where the sausages are cooked and served immediately and only serving sausages, bread, onions and sauce. Hamburgers and other high risk food are not included.

High Risk Foods – are defined as any food that requires temperature control (refrigeration or heating). For example raw and cooked meats, chicken, fish, smallgoods, custard, cream, salads, cooked pasta, eggs and sandwiches.

The rules are slightly different for community groups who are selling food to raise funds for the community group or another charity.

A **community group** is defined as a **not for profit** organisation or persons undertaking a food handling activity solely for the purpose of **raising funds** for charitable purposes or for a not for profit organisation where the event is no longer than **2 consecutive days** and the majority of food handlers are **volunteers**.

Is this an Application for a:

Class 2 Event

Class 3 Event

Receipt Code: 32

Account:

Please answer the following preliminary questions regarding your food business?

1. Do you only operate within the **Horsham Rural City Council** Municipality?

YES

NO

If you selected NO, you will need to complete a streatrader registration online - Please Contact councils Environmental Health Officer on 5382 9768.

2. Are you a Community Group?

YES

NO

PROPRIETOR DETAILS

Name of Proprietor:

Address of Proprietor:

Contact Details:

Home Phone:

Fax Number:

Mobile Phone:

Email:

EVENT DETAILS

Name of Event:

Location of Event:

Dates of Event

DETAILS OF PROPOSED OPERATION

Type of Operation: Mobile Unit Stall
 Stand Mobile Food Vehicle
 Tent Marquee
 Other

Please Indicate the type of facilities onsite:
E.G Cooling Equipment, Washing Facilities.

Type of Power Source:
E.G LPG, Electrical Generator, Mains Power

How will High Risk Refrigerators
Foods be kept below 5 Freezers
or above 60 degrees: Ovens
 Bain Maries
 Insulated Container (with ice)
 Other

Indicate which of the Milk/Milk products
following ingredients will Egg products
be handled, sold and Ice-Cream
used at the event: Poultry
 Fish/Fish products
 Shellfish
 Salads/Rice dish
 Meat: Raw
 Meat: Cooked
 Other

List the types of foods to be prepared and sold on site:

Will you be preparing YES NO
food off site?

If YES,
please provide the
address of off site
preparation location:

Is this a registered Food Act Premises? YES NO

If YES,
What is the Registration Number of the Food Premises:

List provisions for hand washing for food handlers:

List provisions for washing of food handling utensils:

How will wastewater be disposed of:

FOOD SAFETY RISK

Please indicate the description that best describes your food handling activity:

Class 2 - I handle un-packaged high risk foods for sale to the general public.
I am a community group handling ready to eat high risk foods being stored under temperature control before serving

Class 3 - I handle pre-packaged high risk foods that require temperature control and un-packaged low risk foods for sale to the general public. I am a Community Group handling high risk foods that are cooked and served immediately and low risk un-packaged foods.

WHAT FOOD SAFETY PROGRAM (FPS) ARE YOU USING

Please Indicate:

FOOD SAFETY SUPERVISOR

Does your even run for longer than **two consecutive days**? YES NO

If YES,
You require a **Food Safety Supervisor**.
Name of Food Safety Supervisor:

DECLARATION

I understand and acknowledge that:

1. The information provided in this application is true and complete to the best of my knowledge
2. This application forms a legal document and penalties exist for providing false or misleading information.
3. I am Over 18 years at the time of completing this application

Name of Person submitting this form

Date:

Authority to complete this form

NOTE: Typing names into the above fields is satisfactory, there is no need to print and sign this document

Privacy

Horsham Rural City Council will only use the personal information you provide in or with this form for matter relating to your registration in accordance with the Information Privacy Act 2001 (Vic)

Submission

Please save this document to your computer and send it via email to Council at council@hrcc.vic.gov.au
