



Food Act 1984

Application to Transfer a Food Premises

INFORMATION

Please complete this form and provide it to Horsham Rural City council together with the **Transfer Fee** as detailed in the Tax Invoice provided.

If your premises have altered since the initial floor plan was submitted you will need to submit an updated version of this plan.

Please ensure that you have spoken to both the Building and Planning Departments in council to ensure that your application meets all of the relevant building and planning requirements.

All businesses that sell food for human consumption must be registered with or notify the Council in which their business operates or is primarily located.

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:

Application to Transfer - Receipt Code: 34

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

NEW PROPRIETOR DETAILS

Name of New Proprietor:

Address of New Proprietor:

Contact Details:

Home Phone:

Fax Number:

Mobile Phone:

Email:

EXISTING PROPRIETOR DETAILS

Name of Existing Proprietor:

Address of Existing Proprietor:

Contact Details:

Home Phone

Fax Number:

Mobile:

Email:

BUSINESS DETAILS

Business /Trading Name:

ABN/ACN

Premises Address:

Contact Details:

Business Phone:

Business Fax:

Mobile Phone:

Business email:

PREMISES DETAILS

Type of Food Premises:

(e.g. Bakery, Cafe, Restaurant, Kiosk)

Number of equivalent full time staff:

Days of Operation:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

General Hours of Operation:

Do you have sit in Dining?

YES

NO

Do you have a Liquor Licence?

YES

NO

Is Tobacco Sold?

YES

NO

Tobacco Sold from a Vending Machine?

YES

NO

FOOD SAFETY RISK

Please indicate the description that best describes your business:

Class 1 - I handle un-packaged high risk foods for sale to residents of an aged care or child care facility.

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 if you use:

- Template food safety program
- Independent audited food safety program

If using a Template Food Safety Program please select which template:

If using an independent audited food safety program please provide your auditors details:

FOOD SAFETY SUPERVISOR

Class 1 & 2 Premises Only

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises

Please note that a food safety supervisor is not required if the food premises:

- Has a declared QA food safety program that includes competency based or accredited training for staff of the premises; or
 - Is a community group that is exempt
-

PLANS

Initial Registration requires a plan to be submitted with the application. Please attach a copy of your kitchen floor plan.

DECLARATION

Class 1 & 2 premises

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

Class 3 Premises

In addition to the above and by ticking this box, i acknowledge that I will ensure that the appropriate minimum records required by the Food Act 1984 will be kept.

EXISTING PROPRIETOR

Name of Existing Proprietor

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

NEW PROPRIETOR

Name of New Proprietor

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
