

# APPLICATION TO REGISTER A FOOD PREMISES FOOD ACT 1984



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

## CURRENT PROPRIETOR DETAILS

|   |  |
|---|--|
| Please tick one of the following to indicate the operational structure of the business:<br>Sole trader <input type="radio"/> Partnership <input type="radio"/> Company <input type="radio"/> Incorporated association <input type="radio"/> |  |
| <b>Name of Proprietor:</b>  |  |
| <b>Trading Name:</b>  |  |
| <b>Contact Name:</b>  |  |
| <b>Home Address:</b>  |  |
| <b>Signature of Current Proprietor</b>  |  |
| <b>Proprietor's contact details:</b>  | Phone: <input type="text"/> Mobile: <input type="text"/> |
|   | Email: <input type="text"/>                              |

## BUSINESS DETAILS

|                                       |  |
|---------------------------------------|--|
| <b>Name of business</b>               |  |
| <b>ABN/ACN:</b>                       |  |
| <b>Business Address:</b>              |  |
| <b>Postal Address:</b>                |  |
| <b>Food premises type:</b>            | <input type="radio"/> Take away/Restaurant/Cafe <input type="radio"/> Home Business<br><input type="radio"/> Manufacturer <input type="radio"/> Convenience Store/supermarket<br><input type="radio"/> Packaged food only <input type="radio"/> Child/Aged Care<br><input type="radio"/> Grocer<br><input type="radio"/> Other (Specify):<br>_____ |
| <b>Classification</b>                 | <input type="radio"/> Class 1 (Child/Aged Care)<br><input type="radio"/> Class 2 (Take-away/Restaurant/Cafe)<br><input type="radio"/> Class 3 (High Risk Packaged or Shelf Stable Products)  |
| <b>No of full-time employees:</b>     |  |
| <b>Business contact details:</b>      |  |
| <b>Waste water:</b>                   | Sewer <input type="radio"/> Septic <input type="radio"/>   |
| <b>Is there a Grease trap onsite?</b> | Yes <input type="radio"/> No <input type="radio"/>   |
| <b>Water Supply:</b>                  | Tank Water <input type="radio"/> Town Water <input type="radio"/> Both <input type="radio"/>   |

**FOR CLASS 2 BUSINESSES ONLY**

|  |   |
|--|---|
| <b>Food Safety Program</b>                                     | <input type="radio"/> DHHS Template <input type="radio"/> Registered Template<br><input type="radio"/> Non-Standard (3 <sup>rd</sup> Party Audited) |
| <b>Food Safety Supervisor</b><br>Qualifications to be attached |   |

**REGISTRATION CHECKLIST**

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| <p>I have contacted all the following Business Units before submitting this application to the Environmental Health Unit.</p> <ul style="list-style-type: none"> <li><input type="radio"/> <b>Council’s Statutory Planning Unit</b> – (new/existing permits, change of use)</li> <li><input type="radio"/> <b>Council’s Building Unit</b> - (fit out of proposed structural changes)</li> <li><input type="radio"/> <b>Council’s Community Safety Unit</b> – (A-frame signage, outdoor dining permit)</li> <li><input type="radio"/> <b>Your local Water Authority</b> (trade waste agreement and grease traps)</li> </ul> |
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**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.

|                              |  |  |
|------------------------------|--|--|
| <b>Applicant signature/s</b> |  |  |
| <b>Name</b>                  |  |  |
| <b>Position of authority</b> |  |  |
| <b>Date</b>                  |  |  |

For payments Council will generate a tax invoice after receiving your application.

Once you have received your tax invoice, payment can be made via the following options:

- Post bill pay
- Bpay
- Cheque
- In person at one of the Council offices

**PRIVACY STATEMENT**

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| <p><i>The personal information requested on this form is being collected by Moorabool Shire Council for the purpose of registering your food premises, to enable future communications with you, and is a requirement under the Food Act 1984. It will not be disclosed to third parties unless required by law. Not providing the personal information requested may mean that we will be unable to process your application and register your food premises. You may request access and/or correction of your personal information held by Council, by contacting Council’s Privacy Officer on 5366 7100 or <a href="mailto:info@moorabool.vic.gov.au">info@moorabool.vic.gov.au</a></i></p> |
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