

# Application for: Food Business Permit

Food Act 1984



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## Information for Food Businesses

The Food Act 1984 regulates the sale of food for human consumption. If your business sells food you must either register with, or notify, the council in which the premises is located.

The information below explains whether you will need to **register** or **notify** Council.

There are four classes of food premises, class 1, class 2, class 3 and class 4. The classification system means that regulatory requirements are better matched to the level of risk associated with the food handling activities at different types of premises. Class 1 has the highest and class 4 the lowest level of legal requirements. In summary, the classes are:

- |                |  |
|----------------|--|
| <b>Class 1</b> | Premises that serve ready to eat potentially hazardous food to vulnerable groups <ul style="list-style-type: none"><li>• Hospitals, child care centres and aged care services</li></ul>  |
| <b>Class 2</b> | Premises that handle potentially hazardous unpackaged food <ul style="list-style-type: none"><li>• restaurant, take away, kiosk, school canteen, caterer, manufacturer, coffee and dessert, deli and supermarket</li></ul>   |
| <b>Class 3</b> | Premises that handle unpackaged low risk food, potentially hazardous prepackaged foods or the warehousing or distribution of packaged foods <ul style="list-style-type: none"><li>• Warehouse distributor, school canteen, cake decorating, convenient store, manufacturers, greengrocer and supermarket</li></ul> |
| <b>Class 4</b> | Premises that only sell prepackaged low risk food and certain low risk occasional activities <ul style="list-style-type: none"><li>• A simple sausage sizzle (sausages, bread, sauce and onion only) and low risk packaged food retailer</li></ul>   |

**Classes 1, 2 and 3** premises must register with council and complete this application.

**Class 4** premises must complete a **notification form** (separate form) and forward to Council.

### Permit Requirements

If you are constructing a new or altering an existing food premises, you must first contact Council's

**Business Concierge on 1300 322 322** to receive advice on town planning, building, compliance and safety requirements and to seek business support and advice.

- You must obtain advice on whether a town planning permit is required for the proposed use and obtain information on the home occupation requirements.
- You must obtain advice from a registered building surveyor to ascertain whether a building permit is required for any fit out / proposed structural changes to a building & for public and staff toilet requirements.
- You must obtain advice from the Compliance and Safety Unit for signage location and approval, street tables and chairs location.
- The Economic Development Unit can provide new business or change of existing business support.

### South East Water – phone: 131 694

For the location of or installation requirements for a grease trap & floor waste for food premises, and information on sewer availability.

## The Initial Registration Process

1. It is **strongly recommended** that all proposed food businesses submit floor plans of the food business to be assessed for approval. Approval should be granted prior to works commencing, this will assist you to ensure the premises complies with the Food Standards Australia New Zealand - Standard 3.2.3 Food Premises and Equipment. This can be found online at:  
<http://www.foodstandards.gov.au/code/Pages/default.aspx>  
Failure to submit plans may result in Council refusing registration if it believes the Food Standard 3.2.3 has not been met.
2. Complete and submit the application form (below), attach a copy of the food premise floor plan and provide the requested documents and information.
3. If you are an existing business requesting plans to be assessed for the alteration of the kitchen, a plan approval invoice will be issued to you. The application form, floor plans and information will not be assessed without the fee being paid.
4. An Environmental Health Officer (EHO) will assess your plans and write to you explaining any required amendments or construction conditions. If amendments are required you will need to re-submit your plan. When the plans are satisfactory council will notify you in writing.
5. Once your plans have been approved you can commence construction or structural alterations of the food premises.
6. A final inspection of the food premises must be conducted before any food can be prepared for sale. All final inspections must be booked at least one week prior to the proposed opening date. An application to register will be issued to you at this time and should be paid prior to the final inspection.

## Registration Fees

Food Act Fixed Premises	Initial Registration Fee 2020/21	Annual Registration Fee 2020/21	Transfer Fee 2020/21	Express Transfer Fee 2020/21
Class 1A (Large - >15 staff)	\$1840	\$1440	\$330	Additional \$115
Class 1B	\$940	\$540	\$330	Additional \$115
Class 2A (Large - >15 staff)	\$1450	\$1050	\$330	Additional \$115
Class 2B	\$1100	\$700	\$330	Additional \$115
Community Groups	\$400	\$200	NA	Additional \$115
Class 3A (Large - >15 staff))	\$1000	\$600	\$330	Additional \$115
Class 3B	\$615	\$315	\$330	Additional \$115
	<b>Food Act – Renovation/Internal Plan Approval Fee</b>			
Class: 1A/1B/2A/2B/3A	\$400	NA	NA	NA
3B	\$300	NA	NA	NA
Community Group	\$200	NA	NA	NA

## Food Safety Programs (FSP)

Class 1 & 2 food premises are required to implement and follow a Food Safety Program.

A Food Safety Program can be either a standard template approved by Department of Health and Human Services Victoria or an independent Non Standard Program.

Standard FSP's are approved by the Department of Health and Human Services and can be accessed at: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-program/food-safety-program-templates/food-safety-program-template-class-2>.

Class 3 food premises must maintain minimum records which can be accessed at: <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/Food%20safety%20guide%20for%20food%20businesses%20-%20Class%203>

## Food Safety Supervisors (FSS)

Class 1 & 2 food businesses are required to have a qualified Food Safety Supervisor. A Food Safety Supervisor is someone who:

- knows how to recognise, prevent and alleviate food handling hazards at your premises
- has a Statement of Attainment that shows the required food safety competencies from a Registered Training Organisation (RTO)
- has the ability and authority to supervise other people handling food at the premises and ensure that food handling is done safely.

You must submit a copy of your Food Safety Supervisors competency training certificates to Council before registration can be granted.

## Class 2 Community Groups

(Not for Profit Organisations) that operate up to two consecutive days only are exempt from requiring a Food Safety Supervisor.

## Label Requirements

If you package food it must be labelled in accordance with Food Standard 1.2.1 - Labelling and Other Information Requirements. Labels should be validated by a National Association of Testing Authorities (NATA) approved laboratory.

Packaged food with an expiry date must have the expiry date validated by a NATA approved analyst. Nutritional claims such as Gluten Free or Dairy Free must be independently verified by a NATA approved analyst.

Food Standards Code Labelling Guidelines can be found at:

<http://www.foodstandards.gov.au/code/userguide/Pages/default.aspx>

A copy of the approved certificate from the NATA laboratory is to be provided to Council before registration can be granted.

## Certificate of Registration

Once all requirements have been completed registration will be granted and you will be issued with a certificate of registration. This certificate must be kept at the premises at all times.

The following information will determine the classification of your food premises and must be provided when you submit your application.

## Food Handling Activities

- Please provide a draft menu or list of foods that are proposed to be stored/prepared/sold at your food premises
- Please provide an explanatory paragraph detailing your food handling activities.

## Schedule of Finishes

Please provide a schedule of finishes including the description or specification for all finishes throughout the food premises. e.g. wall, floor and ceiling finishes, bench top material, coving details and all light fittings. All finishes must be smooth, impervious and easily cleaned, no raw wood is permitted in food preparation areas.

## Premises Plans

Please attach premises floor plans which are to scale of 1:100 (or greater) and clearly show the location of all: counters, cupboards and benches, equipment, walls, doors and openings, yards and paved areas, sinks, troughs, grease trap, bin wash areas, floor wastes, drains and other plumbing fixtures.

## Privacy Statement

The personal information requested on this form is being collected by Council for the food premises permit application. This information will be used solely by Council for that primary purpose or directly related purposes and will not otherwise be disclosed without your consent or as required or permitted by law. You may apply to Council for access and/or amendment of the information.



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## Please return this application form to:

To: Email: [health@frankston.vic.gov.au](mailto:health@frankston.vic.gov.au)

Environmental Health Unit  
Frankston City Council

Please send all applications and correspondence  
regarding your application to the above email address

30 Davey Street  
Frankston 3199 Phone: (03) 9784 1915

Applicant details		
Name:		
Postal Address:		
Phone:	Bus.:	Mob.:
Email:		
Date:	Applicant Signature:	
Applicants Involvement: Proprietor <input type="checkbox"/> Builder <input type="checkbox"/> Architect <input type="checkbox"/> Other <input type="checkbox"/>		
Business details		
Proprietor (sole trader or Pty Ltd): <b>Note:</b> <b>A Trust is not a legal entity for the purpose of the Food Act. The proprietor for a Trust is the Trustee/s</b>		
Proprietor Residential Address:		
Proprietor Postal Address(if different from above):		
ABN No.:	Food Safety Supervisor (Class 1&2):	
Contact Name:	Business Phone:	
Email:	Mob.:	
<b>Please allow 10 business days for the application to be processed.</b>		
Premises Details		
Trading name of premises:		
Food premise is new and has not been built <input type="checkbox"/>	Food premise has already been built <input type="checkbox"/>	
Trading Days:	Trading Hours:	

Street/Postal Address:			
Suburb:		Post Code:	
<b>Premises Type</b> (please select your main activity)			
Accommodation getaway	<input type="checkbox"/>	Aged care facility	<input type="checkbox"/>
Canteen / camps	<input type="checkbox"/>	Child care	<input type="checkbox"/>
Reception centre	<input type="checkbox"/>	Residential care	<input type="checkbox"/>
Bakery retail	<input type="checkbox"/>	Hospital	<input type="checkbox"/>
Convenience store (no open food)	<input type="checkbox"/>	Delivery meal organisation	<input type="checkbox"/>
Delicatessen	<input type="checkbox"/>	Bar / Pub	<input type="checkbox"/>
Green grocer	<input type="checkbox"/>	Café / Restaurant	<input type="checkbox"/>
Juice bar	<input type="checkbox"/>	Coffee and desert outlet	<input type="checkbox"/>
Nuts / Herbs / Spices retail	<input type="checkbox"/>	Take away foods / Fast food / Kiosk	<input type="checkbox"/>
Pasta retail	<input type="checkbox"/>	Catering	<input type="checkbox"/>
Supermarket	<input type="checkbox"/>	Manufacturer – low risk	<input type="checkbox"/>
Warehouse / Distribution / Wholesale / Importer	<input type="checkbox"/>	Manufacturer – potentially hazardous foods	<input type="checkbox"/>
<b>Required Documents</b>			
<b>Detailed premises floor plans showing:</b> <ul style="list-style-type: none"> <li>- Hand wash basin/s</li> <li>- Equipment wash up area and sinks</li> <li>- Equipment storage and drying area</li> <li>- Grease trap (size and location)</li> <li>- Cooking equipment</li> <li>- Staff/customer toilets</li> </ul>		<ul style="list-style-type: none"> <li>- Preparation sink</li> <li>- Mop Sink</li> <li>- Chemical storage</li> <li>- Rear/outside storage area</li> <li>- Floor waste</li> <li>- Exhaust canopies</li> <li>- All other equipment used</li> </ul>	
<p>All cooking equipment including exhaust canopies must meet the Australian Standard and a Compliance Certificate must be provided at the final inspection for registration to be granted – domestic equipment is not appropriate for installation in a commercial business</p>			



**Premises schedule of finishes:**

Walls are made of/sealed with \_\_\_\_\_

Floor surface/s are \_\_\_\_\_

Lights installed in food preparation areas are \_\_\_\_\_

Bench top surface is \_\_\_\_\_

Coving size in food preparation area is \_\_\_\_\_

**List of all ingredients used at the premises: (or attach a copy of the draft menu)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**Food handling activities and processes:**

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