

# Application for Plan Approval: Mobile Food Vehicle Business

Food Act 1984



*Lifestyle Capital of Victoria*

## Information for Mobile Food Vehicle Business

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 and in the case of mobile food vehicles, where the vehicle is garaged.

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** mobile food vehicles premises must register with council via the state-wide registration system "Stretrader"

**Class 4** mobile food vehicles must notify Council also via Stretrader.

## Streatrader Registration Fees

Food Act Temporary & Mobile Streatrader	Fees 2021/22 (pro rata)
Class 2 Mobile Food Vehicle	\$447
Class 3 Mobile Food Vehicle	\$325
Class 4 Mobile Food Vehicle	NA

## Streatrader - Mobile Food Vehicle Business

A state-wide registration and notification scheme for temporary and mobile food premises applies under the Food Act 1984.

Temporary and mobile food operators, private drinking water carters and food vending machine operators must register or notify council, renew their registration, and lodge their statements of trade online through **Streatrader**.

### Temporary food premises are:

- Stalls, tents or marquees from which food is sold or handled for sale, such as at a market or festival
- Halls, or other like buildings, which you don't own or lease, but use occasionally and from which you sell food or handle it for sale

**Mobile food premises** are vehicles such as vans, trailers or carts from which food is sold.

A **food vending machine** is a machine used for selling food without any intervention or attention by the seller at the time of the sale.

A **water transport vehicle** is operated by a private business and involves the delivery of water for sale to the public which is intended for:

- Human consumption, or
- Purposes connected with human consumption (such as preparation of food, making ice for consumption, or preserving unpackaged food)

Your 'principal council' is the council in which your business prepares or stores food that is to be sold at a van, stall, or vending machine, or

- If food is not usually prepared or stored beforehand by your business - the district in which you usually store the equipment for a stall, or garage your food van or water transport vehicle, or
- If neither of the above apply - the district in which your usual business address is located, or

- If you have such a place (i.e. where you store or prepare food, or store equipment, or garage your food van or water transport vehicle, or a business address) but it is NOT in Victoria - the district in which the food van, water transport vehicle, stall or vending machines will first operate in Victoria

The state-wide registration and notification scheme makes it easier for food businesses and community groups as they no longer require multiple registrations to operate in different council districts. Information taken from <https://health.vic.gov.au/foodsafety/bus/mobile>

## The Initial Registration Process

1. It is **strongly recommended** that all proposed mobile food vehicle businesses submit a plan for approval prior to purchasing/building the vehicle. This will assist you in complying with Food Standards Australia New Zealand - Standard 3.2.3 Food Premises and Equipment.
2. Failure to submit plans may result in Council refusing registration if it believes an aspect of Standard 3.2.3 has not been met.
3. Complete the plan approval application form (below) and attach a copy of the floor plan of the mobile food vehicle. Construction of the premises must comply with Standard 3.2.3 a copy of which can be found online at:

[www.foodstandards.gov.au/foodstandards/foodstandardscode](http://www.foodstandards.gov.au/foodstandards/foodstandardscode) additionally please refer to the 'Fit Out Guidelines for Mobile Food Vehicles' on Council's website.

An Environmental Health Officer (EHO) will assess your plans and write to you explaining any amendments required, if amendments are required, the amended plan must be resubmitted. When the plans are satisfactory council will approve the plans with conditions.

4. Commence construction or purchase the mobile food vehicle.
5. Apply for registration on Streatrader [https://streatrader.health.vic.gov.au/public\\_site](https://streatrader.health.vic.gov.au/public_site)
6. A final inspection of the constructed vehicle must be undertaken before any food can be brought into the vehicle. All final inspections must be booked at least 2 days prior to the proposed trading date.

The following items **MUST** be sighted at the final inspection:

- ☐ Hot water, electricity and gas (if applicable) must be turned on and in operation in the vehicle
- ☐ The vehicle must have a hand wash basin supplied with warm running water
- ☐ Liquid soap and paper towel in dispensers must be supplied to the hand wash basins
- ☐ The vehicle must have adequate sinks (in addition to the hand basin) one for cleaning and one for sanitizing, that are connected to waste water tanks
- ☐ Potable and waste water holding tanks
- ☐ All surfaces and equipment must be clean
- ☐ All refrigerated units must be turned on and operating below 5C
- ☐ All freezers must be turned on and operating at -15C or below
- ☐ All hot holding units must be turned on and be operating above 60C
- ☐ A working digital probe thermometer must be onsite
- ☐ An approved food grade sanitiser must be onsite

- ❑ A Food Safety Program or minimum records must be onsite

## Food Safety Program (FSP)

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

A Food Safety Program may be a Standard Template or a Non Standard Program.

Standard FSP's are approved by the Department of Health and Human Services and can be accessed at [www.health.vic.gov.au/foodsafety/bus/templates](http://www.health.vic.gov.au/foodsafety/bus/templates).

Class 3 food premises must maintain minimum records which can also be accessed at [www.health.vic.gov.au/foodsafety/bus/templates](http://www.health.vic.gov.au/foodsafety/bus/templates)

## Food Safety Supervisors (FSS)

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.

## Class 1 & 2 Businesses

You must submit a copy of your Food Safety Supervisors competency training certificates to Council.

Businesses with a Quality Assurance (QA) Food Safety Program are exempt from the Food Safety Supervisor requirement.

## Class 2 Community Groups

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

## Certificate of Registration

Once all requirements have been completed registration will be granted and you will be issued with a certificate of registration via your Streatrader account. 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: Environmental Health Department  
Frankston City Council  
PO Box 490  
Frankston 3199

Civic Centre  
Corner Young and Davey Streets Frankston  
Phone: (03) 9784 1915  
Email: [health@frankston.vic.gov.au](mailto:health@frankston.vic.gov.au)

Applicant details		
Name:		
Postal Address:		
Phone: Home:	Bus.:	Mob.:
Email:		
Date:	Applicant Signature:	
Business details		
Proprietor (sole trader or Pty Ltd):		
Proprietor Address:		
Business Trading Name:		
Address Vehicle will be Garaged:		
ABN No.:	Food Safety Supervisor (Class 1&2):	
Contact Name:	Business Phone:	
Email:		
<b>Type of Vehicle</b> <input type="checkbox"/> Trailer <input type="checkbox"/> Van <input type="checkbox"/> Cart <input type="checkbox"/> Other _____	<b>Vehicle Details</b> Make:  Model:  Registration:	
Food will be stored or prepared in my home: <input type="checkbox"/> Yes <input type="checkbox"/> No		

Required Documents	
<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>- Cooking equipment</li> <li>- Hot and cold storage units</li> </ul>	<ul style="list-style-type: none"> <li>- Rear/outside (cold or dry) storage area</li> <li>- Exhaust canopies</li> <li>- Chemical storage</li> <li>- Potable water storage</li> <li>- Waste water storage</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>	
<b>Premises schedule of finishes:</b>  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 _____	
<b>List of all ingredients used at the premises: (or attach a copy of the draft menu)</b> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	
<b>Food handling activities and processes:</b>  _____ _____ _____	




