

Application for Food Business Registration

Food Act 1984 (Vic)



Business Owner's details

Proprietor name: (full name or Company/Pty Ltd - Trusts are not accepted for the purpose of Food Act registration)	
Proprietor Address:	
Postal Address: (if different from above)	
Email:	Phone number:
ABN:	ACN:

Business premises details

Trading name of Business:	
Address of food premises:	
<input type="checkbox"/> Starting a new food business	<input type="checkbox"/> Buying an existing food business (change of ownership) Previous trading name:
Primary contact name:	Primary contact mobile:
Date of settlement: (for a change of ownership)	Trading Days: Trading Hours:
Food Safety Supervisor for Class 1, 2 and 3A food premises <input type="checkbox"/> By ticking this box, I acknowledge that I will ensure that there is an appropriate Food Safety Supervisor for the food premises. <input type="checkbox"/> I have included a Statement of Attainment/certificate for the nominated Food Safety Supervisor. This nominated Food Safety Supervisor has the ability and authority to supervise other people who handle food in my business. Should my Food Safety Supervisor change, I agree to nominate another Food Safety Supervisor and notify Council in writing within 14 days of the new details (name, qualifications and experience).	
Food Safety Supervisor full name (for Class 1 and 2 food premises):	
Food Safety Supervisor email:	Food Safety Supervisor mobile:

Food premises activities and information

Following discussion with Council about your food handling activities select your food premises classification, below, as advised by your council (refer to the [Food Business Registration and Fee Schedule](#) for further details):

Food Premises Classification	<input type="checkbox"/> Class 1	<input type="checkbox"/> Class 2	<input type="checkbox"/> Class 3	<input type="checkbox"/> Class 3A
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Type of food premises: (please select your main activity)

- | | | |
|--|---|---|
| <input type="checkbox"/> Café / Restaurant / Hotel | <input type="checkbox"/> Takeaway / Fast food | <input type="checkbox"/> Convenience store |
| <input type="checkbox"/> Food manufacturer | <input type="checkbox"/> Mobile food vehicle | <input type="checkbox"/> Home based food business |
| <input type="checkbox"/> Aged Care Facility | <input type="checkbox"/> Child Care Centre | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Bar / Pub | <input type="checkbox"/> Green Grocer | <input type="checkbox"/> Juice Bar / Bubble Tea |
| <input type="checkbox"/> Bakery / Dessert outlet | <input type="checkbox"/> Other ... | <input type="text"/> |

Provide a brief description of the food business (details of the food and drink preparation that will take place)

Required documents to support your application

Submit the following supporting documents and information with the completed application to Frankston City Council's Environmental Health team at info@frankston.vic.gov.au. Failure to submit all supporting documents may result in potential processing delays.

Is tobacco/e-cigarettes sold? ☐ Yes ☐ No ☐ Vending Machine only

Does the premises have a liquor licence? ☐ Yes ☐ No Type

Number of full time staff (2 Casual is considered 1 Full time)

☐ **Attach a detailed floor plan of the food premises**

Your food premises plans should:

- Show the layout of all fixtures and equipment, such as sinks, cooking equipment and food preparation areas.
- Provide a description of materials used for surface finishes, including walls, floors and bench tops.
- Indicate locations of waste disposal area, bin wash area, storage areas and toilets.

☐ **Attach a draft menu and list the type of foods to be sold:**

☐ **Are you making any allergen free claims?** If so, please describe:

Are any of the following high risk food handling activities to be undertaken? (Please tick if applicable)

- | | | |
|--|---|---|
| <input type="checkbox"/> Sous Vide foods | <input type="checkbox"/> Rare or Raw minced red meat | <input type="checkbox"/> Raw Egg Foods |
| <input type="checkbox"/> Fermentation/Acidification | <input type="checkbox"/> Off-site catering | <input type="checkbox"/> Raw or Rare poultry/game meats |
| <input type="checkbox"/> Sushi / Smoked, cured or aged meats | <input type="checkbox"/> Complex food process (i.e. dehydration/pasteurisation/MAP) | |

Declaration

I understand and acknowledge that:

- The information provided in this application is true and complete to the best of my knowledge
- This application forms a legal document and penalties exist for providing false or misleading information

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).

If the business is owned by a company or association – the applicant on behalf of that body must sign and print their name.

To be completed by the proprietor(s)

Name of Proprietor

Signature of Proprietor

Date

Name of Proprietor

Signature of Proprietor

Date

Where the proprietor is a company, the signature(s) must be of an authorised officer of that company.

We may contact you to verify any information you have provided.

Renewal of food business Registration

All food registrations expire on 31 December of each year, and are required to be renewed on an annual basis. We will issue you a renewal of registration application for completion either via email or post in November for payment for the following year.

Online payments and Registration

Upon submission of your completed application and supporting documentation, you will receive an invoice via email for payment. Payment can then be made online by credit card. Once payment is received your application will progress. We aim to assess all applications within 10 business days.

How to apply

📍 In Person Frankston City Council Civic Centre, 30 Davey Street, Frankston
Seaford Community Centre, Shop 1, 6 Broughton Street, Seaford
Langwarrin Service Centre, Shop 6, Gateway Shopping Centre, Langwarrin

✉ By Mail Frankston City Council, Environmental Health, PO Box 490, Frankston VIC 3199

💻 Online Send applications with supporting documentation to info@frankston.vic.gov.au

Initial Registration Fee for food businesses

	Small/Medium	Large
Class 1	\$998	\$1948
Class 2	\$1167	\$1536
Class 3	\$654	\$1061
Community Group	\$420	

Annual Registration Fee for existing food businesses

	Small/Medium	Large
Class 1	\$570	\$1520
Class 2	\$739	\$1108
Class 3	\$332	\$633
Community Group	\$210	

Application checklist – please tick the following boxes prior to submitting form

- ☐ Completed application form
- ☐ Completed Business owner's details (Trusts are not accepted)
- ☐ If proprietor is a company, an associated ABN to the proprietor has been provided.
- ☐ Detailed floor plans of food premises
- ☐ Draft proposed menu and types of food for sale
- ☐ Food Safety Supervisor Statement of Attainment/Certificate (For all Class 1 and Class 2 food premises)

A Food Act 1984 Registration does not constitute a Planning or Building approval, and further approvals and considerations are required under the Building Act and Planning and Environment Act for the proposed food premises to be both constructed and used. You must obtain this formal confirmation regarding any Planning and Building requirements from the relevant Council departments. Please contact each respective department on 1300 322 322.

Further information

Environmental Health

Phone: (03) 9784 1915

Email: info@frankston.vic.gov.au

Privacy Statement

Frankston City Council is committed to protecting your privacy. Council requires personal information to carry out its functions under the Local Government Act 1989 and other legislation and to provide services to the community. In some cases this will involve disclosure of your information to other parties, such as Council's contractors or other agencies. Your personal information will only be used and disclosed as authorised by law. For further information about how Council handles personal information, or to request access to your personal information, see www.frankston.vic.gov.au or contact Council's privacy officer on 1300 322 322.