

# Food Act 1984 (Vic)

## Application to register temporary food premises – community group



### **When to use this form**

**This form is to be used by a community group to apply for state-wide registration of one or more temporary food premises (such as a stall, tent or other covered shelter).** This registration will allow you to operate the temporary premises anywhere in Victoria for the period covered by the registration. Usually this will be for 12 months.

Registration is required under the Food Act 1984 (the Act) if:

- the community group will be selling food, or handling food for sale, from the temporary food premises; and
- these food handling activities are class 2 or class 3.

This registration will also allow these same premises to be used at any time for class 4 food handling activities such as:

- selling cakes that are covered or packaged (without fresh cream fillings);
- selling tea or coffee (with or without milk or soymilk) and biscuits;
- selling prepackaged low risk food such as bottled jams or honey, prepackaged confectionary or nuts, or bottled soft drinks/alcohol;
- offering wine tastings to members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat;
- selling whole (uncut) fruit or vegetables or pre-packaged cut fruit or vegetables;
- selling sausages that are cooked and served immediately on site (with or without onions cooked at the same time, and bread and sauce.)

However, if these class 4 activities are the **only** type of food that is ever handled at a stall or other temporary premises by your community group, do not use this form. Registration is not required. You only need to complete a once off notification form.

If you have more than one temporary food premises, and some are only ever used for class 4 activities, whilst others are class 2 or class 3 because a wider range of activities are sometimes conducted, do not use this form. There is a combination form that you can use to cover all activities instead.

Ask your council for either of these forms, if they are more suitable for your group's activities over the course of the year.

### **Who should use this form?**

Only use this form if both of the following apply:

- most of the people handling the food at each of the premises listed in this application are volunteers; AND
- the community group selling the food is either:
  - a not for profit body. (This is an incorporated body or association that is not carried on for the purpose of profit or gain to its individual members and is, by the terms of the constitution of the body or association, prohibited from making any distribution, whether in money, property or otherwise, to its members); or
  - a group or an individual that is selling food solely for the purpose of raising funds for charity.

If either of the above do not apply, contact council to see which form you should complete.

### **Which council should your community group apply to?**

Under a state-wide registration system, one council in Victoria must be primarily responsible for approving your operations. This is the "**principal council**". You must lodge this form with that council. This is the council for the following Victorian district:

- the district in which your community group has premises where it routinely prepares or stores food that is to be sold from the temporary food premises; or
- if your group does not have such a place – the district in which it routinely stores the equipment for the temporary food premises; or
- if neither of the above apply – the district in which your community group's contact address is located.

It is recommended that you contact council before completing this form if you have any queries. This will ensure that you –

- know whether your premises needs to be registered (if class 2 or class 3) or only notified (if class 4); &
- know whether you need to have a food safety program.

### **Statement of trade**

A statement of trade (SOT) about where and when you plan to operate the temporary premises listed in this application in the principal council's district can also be completed within this form, or lodged after registration has been granted by the principal council (at least 5 days before you commence trading).

A SOT must also be lodged with every other council in whose district the temporary premises are to operate, at least 5 days before commencing operations in those councils' districts. Your principal council can provide you with that SOT form.

### How to change over to state-wide registration

#### 1. Start up information is required for a state-wide approach

As registration is now state-wide, this form will provide information about your food handling activities which will be relevant to the principal council when it considers your application. It will also assist any other council in whose district you choose to trade.

This will supplement the “statement of trade” details that you are to provide a council about where and when you will be operating in its district.

The details in this form only need to be completed once in this initial application form under the new state-wide arrangements. Please take the time to answer the form carefully. If you have any queries, your principal council can help you complete the details.

In future you will only be asked in your next registration/renewal application to confirm that the information is correct (without needing to repeat it) and update any details that have changed.

#### 2. Will a 12 month registration suit your organisation?

If you have sold food in the past, you may have operated in a number of council districts, and had to apply for approval from each council separately.

You may have been granted a permit or short term registration that only applied for a particular event or for a short duration. Or you may have been registered to operate for 12 months.

If after considering this application, your principal council registers your premises, this registration will apply on a state-wide basis - and allow you to operate across the State, including in **all** council districts.

**Registrations are general - not limited to a nominated event.**

**Registration will apply for a 12 month period - unless you choose to apply for a shorter period.**

The advantage of a 12 month registration is that your organisation will be able to operate the registered temporary premises anywhere in the State for this period, without needing to re-apply for approval within that period to any council. Registration can be renewed annually.

If you would like the option of operating -

- in more than one council district in the course of the year; OR
- on a number of occasions during the year in the same council district –

an annual registration may be more suitable as it will give you flexibility about when you can operate, and reduce the number of times in which you will need to apply for permission to operate.

If this is not relevant to you, discuss with your principal council whether a shorter period of registration will meet your needs. This may be the case if you are certain you will only need to operate once in the next 12 months in the one council district (eg an annual school fete).

A council may have its own policies about -

- concessions or waivers of fees for community groups;
- in other cases:
  - fees for 12 month registration; or (at your request) a short term registration;
  - a reduced fee for 12 month registration for organisations that only operate occasionally over the course of a year.

Refer to the box “payment details” for the fees system operated by the principal council using this form.

For more information about the state-wide system, go to [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

# Food Act 1984 (Vic)

## Application to register temporary food premises – community group

### Council use only

Application number:

Application Date:

Ledger Number:

### Community group / fundraiser details

**Is your community group:** a not for profit body OR a group / individual / other body that undertakes the food handling activities in this application solely for the purpose of raising funds for charity?

Yes  No

If 'yes', tick which one:

not for profit body

group / individual / other body raising funds for charity (insert name of charity below):

Are most of the people handling the food at each of the premises listed in this application volunteers?

Yes  No

**You can only use this form for those premises for which you have answered "yes" to both of the above questions.**

If you answered 'no' to one or both of the above questions, contact your council to see which form you should complete.

#### If you are a not for profit body or a group/other body raising funds for charity:

Name of body or group selling food (proprietor)

ABN if known (optional)

If body or group is a company/incorporated body

Company/Association name

Authority to complete form on behalf of company / group eg director of company / member of committee of management

ACN (if a company)

#### If you are an individual raising funds for charity:

Title Surname

Given name(s)

ABN if known (optional)

#### All categories to complete:

Street address

Suburb/town

State

Postcode

Postal address (if different)

Please provide at least one phone number and include the area code.

Community group phone

Home phone

Community group fax

Mobile

Community group email

Is there another person who is to be contacted about the community group's food handling activities if you are not available? **If yes**, please specify below.

Name

Role (eg manager, director, stall operator)

Contact phone

Mobile

Email

### Principal premises details

You must lodge your application with the correct council. To find out which council this is, please answer the following questions.

**Victorian community groups go to Q1.** Interstate community groups go to Q4.

**1.** Does the community group have a permanent address (such as kiosk or club rooms) that is already registered or notified with a council in Victoria under the Food Act?

Yes  No

**If no**, go to 2.

**If yes**,

(a) specify with which council:

If you know the registration number, insert it here:

(b) does the community group intend to routinely prepare or store food that will be sold at the temporary premises at this place?

Yes  No

**If no**, go to 2.

**If yes**, would you like to have *one registration* that covers that fixed food premises together with the other temporary food premises (such as your stall) listed in this application?

Yes  No

Whether you answer **yes** or answer **no**, you must specify the address of that fixed food premises at 3.

**2.** You may not have a fixed food premises that requires registration or notification under the Food Act. If you do not, for the purposes of the Food Act your community group's food business activities will be based at the main place where equipment used at your stall or other temporary premises is usually stored. (For example at a kiosk or clubrooms.)

Specify this address at 3.

If you do not have such a place, you will need to nominate the group's usual contact address at 3.

**3.** If the address is the one listed on page 1, tick here:

If it is a different address, complete the following:

Street address

Suburb/Town

State

Postcode

**4. Interstate community groups only:** go to questions 1, 2 or 3 above if:

- you have a permanent place in Victoria at which your group routinely prepares or stores food that is sold at the temporary premises (question 1); or
- you usually store equipment in Victoria (question 2); or
- the group's contact address is in Victoria (question 3).

If you have such a place but it is **outside Victoria** - specify the council district in which the group's temporary premises that are listed on this form will first operate in Victoria:

**You must register with the Victorian council for this district.**

If you are unsure where you will be first operating in Victoria, please specify the most likely district:

**You must register with the Victorian council for this district.**

### Temporary food premises details

List the temporary food premises for which you are applying for registration (such as an uncovered stall or a covered portable shelter such as a marquee or tent that can be dismantled, or the occasional use of a hall or other place such as at an event).

If you have one stall, list it only once. This stall can operate on a number of separate occasions or continuously. If you have two or more stalls that will operate in these ways, list them separately. Each one will be classified according to the highest risk.

For example, if you have one stall and sometimes you sell unpackaged high risk food, this same stall can also be used at the same time, or other times, for lower risk activities such as selling packaged cakes or serving tea and coffee. The stall will be classified based on the highest risk activity, which is selling unpackaged high risk food.

**Do not list any temporary food premises that will only ever be used for class 4 food handling activities. These activities are described on the front page of this form. These premises do not require registration. They need to be notified separately.** Contact council for information about how to do this.

If you register a class 2 premises or a class 3 premises, these same premises can also undertake class 4 food handling activities without needing to be separately notified.

Give each stall or other temporary premises a number. This will be the "premises number".	Type of temporary food premises eg whether it is an uncovered set up such as a stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.

Does the community group operate all the temporary food premises listed above only for 1 or 2 days at any one time? (This can be on numerous occasions, provided each event/period is only for 1 or 2 days.)

Yes  No **If no, refer to information in the Food safety supervisor box on page 11 of this form.**

Have any of these temporary food premises been registered under the Food Act with **another council** in 2010 or 2011?

Yes  No

**If yes, insert the name of the council here:**

## Food handled at the temporary food premises to be registered

Please answer the following questions describing the type of food being sold and handled at each stall or other temporary food premises listed on page 3 to be registered, by:

- ticking the box in column 1 to indicate 'yes' or ticking specific boxes to show the relevant food types; then
- where you have ticked or indicated 'yes', answering any additional questions in column 1 and ticking the relevant boxes in column 2; and then
- if you are applying to operate more than one stall, indicate the matching premises in column 3. **If you only have one stall that will operate over the course of the registration period, column 3 does not need to be completed.**

This will determine the classification of each temporary food premises as either class 2 or 3 (see column 4). Some of the other questions will also help the council assess your proposed operations.

If you have one stall, and different activities are likely to be undertaken over the 12 month/registration period, specify all of those activities.

If you are applying to register more than one stall, and different activities are likely to be undertaken at each one over the 12 month/registration period, specify those activities for each stall.

### Definitions:

In this form "high risk food" means food that contains bacteria that can cause food poisoning if correct food handling practices are not observed. For example raw or cooked meats, or foods that contain meats such as hamburgers, souvlakis, fish & chips and dim sims; also smallgoods, custard and dairy-based desserts such as cheesecakes, custard tarts and soft-serve ice cream, cakes with fresh cream fillings, seafood, fruit salads and fruit juices, cooked rice and pasta, foods containing eggs, beans, or other protein-rich foods such as quiche, fresh pasta and soy bean products, and foods such as sandwiches and rolls.

"Low risk food" means food that is less likely to contain bacteria that will cause food poisoning. For example grains, cereals, popcorn, doughnuts, frozen ice cream (manufactured from pasteurised or heat treated milk), soft drink/alcohol, jams, dried fruits, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

"On site" means at the temporary food premises; "off site" means somewhere other than at the temporary food premises.

1 Type of food?	2 How is food handled?	3 At which temporary food premises? <i>If you have more than one premises: either circle "all" OR insert premises number as listed above.</i>	4 Class
Are fruit salad, fruit juice or salads sold on site?	<input type="checkbox"/> Prepackaged (prepared off site)	All <b>OR</b> Insert premises number(s) -----	Prepackaged Class 3
	<b>OR</b> <input type="checkbox"/> Prepared on site <input type="checkbox"/> Packaged or served as required	All <b>OR</b> Insert premises number(s) -----	Class 2
Are fruit/ vegetables cut / sliced on site?		All <b>OR</b> Insert premises number(s) -----	Class 3
Are fruit juices/smoothies prepared on site and served immediately?  If yes – Are they stored under refrigeration? <input type="checkbox"/> Yes	<input type="checkbox"/> Prepared and served as required	All <b>OR</b> Insert premises number(s) -----	Class 2

<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>Type of food?</b></p>	<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>How is food handled?</b></p>	<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;"><b>At which temporary food premises?</b></p> <p style="text-align: center;"><i>If you have more than one premises: either circle "all" OR insert premises number as listed above.</i></p>	<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;"><b>Class</b></p>
<p>Do you sell any unpackaged low risk foods? (Please tick those you do.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> carbonated beverages</li> <li><input type="checkbox"/> biscuits</li> <li><input type="checkbox"/> cereals</li> <li><input type="checkbox"/> confectionery</li> <li><input type="checkbox"/> dried fruits</li> <li><input type="checkbox"/> grains</li> <li><input type="checkbox"/> frozen ice cream, not including soft serve</li> <li><input type="checkbox"/> nuts</li> <li><input type="checkbox"/> wine/beer</li> <li><input type="checkbox"/> bread or other wheat products</li> <li><input type="checkbox"/> eggs in their shell</li> <li><input type="checkbox"/> food for food tasting (each sample available to taste for up to 4 hours only)</li> <li><input type="checkbox"/> other types of low risk foods (please specify):</li> </ul>		<p style="text-align: center;">All <b>OR</b> Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 3</p>
<p>Are cakes that have cream, custard or raw eggs as a filling sold on site?</p> <p>If yes –</p> <p>Are the cakes purchased from a business?</p> <p><input type="checkbox"/> Yes</p> <p>Are the cakes donated? (eg by a business or volunteers)</p> <p><input type="checkbox"/> Yes</p> <p>Are the cakes made by the community group at any permanent premises operated by the group?</p> <p><input type="checkbox"/> Yes</p>	<p><input type="checkbox"/> Prepackaged cakes</p>	<p style="text-align: center;">All <b>OR</b> Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Prepackaged - Class 3</p>
	<p><input type="checkbox"/> Unwrapped cakes</p>	<p style="text-align: center;">All <b>OR</b> Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Unwrapped - Class 2</p>
<p>Is soft serve ice cream served on site?</p>		<p style="text-align: center;">All <b>OR</b> Insert premises number(s)</p> <p style="text-align: center;">-----</p>	<p style="text-align: center;">Class 2</p>

<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>Type of food?</b></p>	<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>How is food handled?</b></p>	<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;"><b>At which temporary food premises?</b></p> <p style="text-align: center;"><i>If you have more than one premises: either circle "all" OR insert premises number as listed above.</i></p>	<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;"><b>Class</b></p>
<p>Do you conduct barbeques on site? eg food such as hamburgers, sausages, other meats, eggs, cooked vegetables, bread, raw vegetables</p>	<input type="checkbox"/> Each BBQ only runs for <b>1 or 2 days</b> at any one time, and the food is cooked and served immediately	<p style="text-align: center;">All <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Class 3  (BUT if raw vegetables are included, the premises is class 2)</p>
	<input type="checkbox"/> Each BBQ runs for more than 2 days at any one time and the food is cooked and served immediately	<p style="text-align: center;">All <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Class 2</p>
<p>Are deep fried foods cooked on site? eg food such as chips, dim sims, spring rolls, dumplings</p>	<input type="checkbox"/> This activity is only conducted for <b>1 or 2 days</b> at any one time, and the food is cooked and served immediately	<p style="text-align: center;">All <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Class 3</p>
	<input type="checkbox"/> This activity is conducted for <b>more than 2 days</b> at any one time and the food is cooked and served immediately	<p style="text-align: center;">All <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Class 2</p>
<p>Are desserts, such as cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard (eg strawberries &amp; cream) sold on site?</p> <p>Are the desserts purchased from a business? <input type="checkbox"/> Yes</p> <p>Are the desserts donated? (eg by a business or volunteers) <input type="checkbox"/> Yes</p> <p>Are the desserts made by the community group at any permanent premises operated by the group? <input type="checkbox"/> Yes</p> <p>Are ingredients (and finished desserts) stored under refrigeration? <input type="checkbox"/> Yes</p>	<input type="checkbox"/> Desserts made off site and sold prepackaged  <b>OR</b>	<p style="text-align: center;">All  <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Prepackaged Class 3</p>
	<input type="checkbox"/> Desserts made off site and sold unwrapped  <b>OR</b>	<p style="text-align: center;">All <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Unwrapped Class 2</p>
	<input type="checkbox"/> Desserts made on site	<p style="text-align: center;">All <b>OR</b> Insert premises number(s) -----</p>	<p style="text-align: center;">Made on site Class 2</p>



1 Type of food?	2 How is food handled?	3 At which temporary food premises? <i>If you have more than one premises: either circle "all" OR insert premises number as listed above.</i>	4 Class
Are rice dishes served on site?	<input type="checkbox"/> Prepared & cooked either on site or off site, but placed in a bain-marie on site and served throughout the day	All <b>OR</b> Insert premises number(s) -----	Class 2
	<input type="checkbox"/> This activity is conducted for <b>more than 2 days</b> at any one time and the food is cooked on site and served immediately	All <b>OR</b> Insert premises number(s) -----	Class 2
	<input type="checkbox"/> This activity is only conducted for <b>1 or 2 days</b> at any one time and the food is cooked on site and served immediately	All <b>OR</b> Insert premises number(s) -----	Class 3
Are curries / casseroles served on site?	<input type="checkbox"/> Prepared & cooked either on site or off site, but placed in a bain-marie on site and served throughout the day	All <b>OR</b> Insert premises number(s) -----	Class 2
	<input type="checkbox"/> This activity is conducted for <b>more than 2 days</b> at any one time and the food is cooked on site and served immediately	All <b>OR</b> Insert premises number(s) -----	Class 2
	<input type="checkbox"/> This activity is only conducted for <b>1 or 2 days</b> at any one time and the food is cooked on site and served immediately	All <b>OR</b> Insert premises number(s) -----	Class 3
Are noodles/ pasta/ lasagna served on site?	<input type="checkbox"/> Prepared & cooked either on site or off site, but placed in a bain-marie on site and served throughout the day	All <b>OR</b> Insert premises number(s) -----	Class 2
	<input type="checkbox"/> This activity is conducted for <b>more than 2 days</b> at any one time and the food is cooked on site and served immediately	All <b>OR</b> Insert premises number(s) -----	Class 2
	<input type="checkbox"/> This activity is only conducted for <b>1 or 2 days</b> at any one time and the food is cooked on site and served immediately	All <b>OR</b> Insert premises number(s) -----	Class 3

<p style="text-align: center;"><b>1</b></p> <p style="text-align: center;"><b>Type of food?</b></p>	<p style="text-align: center;"><b>2</b></p> <p style="text-align: center;"><b>How is food handled?</b></p>	<p style="text-align: center;"><b>3</b></p> <p style="text-align: center;"><b>At which temporary food premises?</b></p> <p style="text-align: center;"><i>If you have more than one premises: either circle "all" OR insert premises number as listed above.</i></p>	<p style="text-align: center;"><b>4</b></p> <p style="text-align: center;"><b>Class</b></p>
<p>Are sandwiches containing high risk foods sold on site? eg the sandwiches contain smallgoods (such as Strasbourg, ham and chicken loaf), vegetables/salads, meat or cheese</p>	<input type="checkbox"/> Prepackaged <input type="checkbox"/> Prepared off site  <b>OR</b>	<p style="text-align: center;">All <b>OR</b> Insert premises number(s)  -----</p>	<p style="text-align: center;">Class 3</p>
	<input type="checkbox"/> Prepared on site  <input type="checkbox"/> Packaged or served as required	<p style="text-align: center;">All <b>OR</b> Insert premises number(s)  -----</p>	<p style="text-align: center;">Class 2</p>
<p>Do you sell prepackaged high risk foods on site? (Please tick those you do.)</p> <input type="checkbox"/> pies, sausage rolls and pasties <input type="checkbox"/> meats, including poultry and game <input type="checkbox"/> curries and lasagne <input type="checkbox"/> fresh pasta <input type="checkbox"/> smallgoods (such as Strasbourg, ham and chicken loaf), smoked salmon, soft cheeses, dips <input type="checkbox"/> other foods (please specify):	<input type="checkbox"/> Products are not removed from original packaging	<p style="text-align: center;">All <b>OR</b> Insert premises number(s)  -----</p>	<p style="text-align: center;">Class 3</p>
<p>Do you sell or serve other types of high risk foods? Please specify:</p>		<p style="text-align: center;">All <b>OR</b> Insert premises number(s)  -----</p>	<p>Contact your principal council to confirm the classification.</p>

**If you have ticked both class 2 and class 3 activities for a stall/premises, then the classification of that premises is class 2.**

## Temporary food premises operations

**If your answers are the same for all temporary premises listed on page 3 for registration, answer once for each question below.**

**If your answers vary for different premises (eg you have an esky for one stall and a powered fridge for another), indicate this by answering for each premises using the premises number for each question.**

Will a covered bin be provided for disposing of waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is being used to wash utensils and equipment coming into contact with any unpackaged food?	<input type="checkbox"/> Detergent and hot water <input type="checkbox"/> Disposable items will be used
Will a thermometer be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will hand washing facilities be available?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify what type: <div style="margin-left: 40px;"> <input type="checkbox"/> Water drum with tap, soap, disposable paper towels  <input type="checkbox"/> Sink with soap, disposable paper towels  <input type="checkbox"/> Other, please specify.         </div>
How have food handlers acquired knowledge to handle food safety?	<input type="checkbox"/> Read Food Safety program information <input type="checkbox"/> Read Food Safety guidance documents <input type="checkbox"/> Completed Do Food Safety Online <a href="http://dofoodsafely.health.vic.gov.au/">http://dofoodsafely.health.vic.gov.au/</a> <input type="checkbox"/> Received instruction by a Food Safety Supervisor
Will the food be reheated on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate how this is to be done:
What facilities will you use to keep high risk food refrigerated?  For example: powered fridge/freezer (where power is available on site) and/or esky/cooler	Specify arrangements for each temporary premises (use premises number to indicate each premises):
How will food be transported to events?	<input type="checkbox"/> Refrigerated vehicle <input type="checkbox"/> Esky/cooler with ice <input type="checkbox"/> Food will be delivered by a registered food business <input type="checkbox"/> No food requiring refrigeration is sold (if you are unsure, contact your council).

## Classification

**The correct classification is important as it will help you understand whether you need to have a food safety program.**

Which premises are class 2 and which are class 3? Refer to the answers to the questions above in the **Food handled at the temporary food premises** box on pages 4-8 of this form.

If you have ticked both class 2 and class 3 activities for a stall/premises in the box, then the classification of that premises is class 2.

Complete the table below by ticking the relevant column.

**However, if you are unsure, contact your council to determine the correct classification. The classification will be determined by council based on the answers provided above.**

If you have contacted council, complete the table below based on that advice.

Temporary food premises number (Please indicate the number for each premises as listed above in the "premises details" box.)	Classification	
	Class 2	Class 3
All temporary food premises (if more than one)		
Temporary food premises 1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**For further information, refer to the Business Classification Tool at [www.foodsmart.vic.gov.au/foodclass](http://www.foodsmart.vic.gov.au/foodclass)**

If **any** of your temporary food premises are class 2, you will require a food safety program. You will need to complete the next section in the form headed **Food safety program**.

Council can provide you with advice about food safety programs. Information is also available at [www.health.vic.gov.au/foodsafety/](http://www.health.vic.gov.au/foodsafety/)

If **all** of your temporary food premises are class 3, you will be required to keep minimum records as required under the Food Act.

If you also have any temporary food premises at which only class 4 food handing activities are conducted, then these need to be notified separately. Contact council for information about how to do this.

## Food safety program (FSP) - class 2 only

Please answer these questions if any of the temporary food premises listed on page 10 are class 2.

### 1. Do you have any of the following types of FSP?

- Community Group Temporary and Mobile Food Premises Template (*to be available late 2011*)
- Events Food Safety Program Template
- FoodSmart (online)
- Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2

If **YES**, please select the type of FSP and go to 4.

If **NO**, go to 2.

### 2. Do you have any other type of standard FSP?

- Yes  No

This is a FSP that involves completing a template registered under the Food Act.

If **YES**, specify the name of program FSP template.

Registered number of template

Go to 4.

If **NO**, go to 3.

### 3. Do you have a non standard food safety program (Independent FSP)?

- Yes  No

If **YES**, has the premises been audited by an approved food safety auditor?

- Yes  No

If **NO**, specify when the premises is to be audited.

Date of audit

Name of food safety program

**ATTACH (only if available)** one (1) copy of a current certificate from an approved food safety auditor stating that the non-standard FSP meets the requirements of the Act.

**OR if this certificate is not available --**

**ATTACH** one (1) copy of the non-standard / independent food safety program.

Go to 4.

### 4. Do you also have a class 3 premises listed in this application?

- Yes  No

If **YES**, do you wish to use the food safety program mentioned above for all of the class 2 and 3 premises covered by this application?

- Yes  No

If **NO**, you will need to keep the applicable minimum records for your class 3 premises and the food safety program for your class 2 premises.

## Food safety supervisor

### CLASS 2 PREMISES ONLY

An appropriate food safety supervisor is required for each class 2 premises, except as described below.

A food safety supervisor is **not** required if food is only handled at a class 2 temporary food premises that is in operation for 1 or 2 days at any one time (eg at an event or market on one day or over a weekend or regularly over a number of weekends) and the majority of food handlers are volunteers.

If the operations are for a longer period (ie 3 continuous days or more) then a food safety supervisor **is** required.

# STATEMENT OF TRADE

## CLASS 2 OR 3 TEMPORARY FOOD PREMISES

This “statement of trade” is to be completed if the community group is selling food from the class 2 or 3 temporary premises listed above within the same council district as the one in which this form is being lodged. This council is your principal council.

Complete this table now if you know some or all of the dates on which you plan to trade. You can advise council later on about any other dates, as they arise.

If you will be operating in any other council district, DO NOT COMPLETE THIS FORM FOR THOSE OTHER COUNCILS. Your statewide registration will allow you to operate in those council districts. But you must advise the other council about *when you will be operating* by completing a separate statement of trade form and lodging it with that council. Do this after your principal council confirms that you have state-wide registration, when you know your dates of operation.

<b>Premises number</b> (as listed above)	<b>If an event, specify date/date range eg</b> 2/2/12 <b>OR</b> 2/2/12 - 6/2/12	<b>If trading generally specify date range and days trading eg</b> <ul style="list-style-type: none"><li>• Saturdays during 2/2/12 – 2/3/12 or</li><li>• weekends during 2/2/12 – 2/3/12 or</li></ul> <b>OR</b> list dates of trading	<b>Address (street and suburb to be included)</b>  And if it is an event, specify name of event, where known (eg Royal Melbourne Show)

### Payment details (if applicable)

Contact us on 5272 4411 to check if you need to pay any fee for this application .

### Declaration

I understand and acknowledge:

- The information provided in this application, including any attachments, 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.
- I will keep a food safety program or minimum records, as specified in this application.

The applicant(s) on behalf of the community group must sign and print name(s).

If the community group is a company or association, the applicant(s) on behalf of that body must sign and print their name.

Applicant signature

Applicant signature

Print applicant name

Print applicant name

Date

Date

### Council contact details

City of Greater Geelong PO Box 104, Geelong 3220

Phone: 03 52724411

Fax: 03 5272 4375

Email: [contactus@geelongcity.vic.gov.au](mailto:contactus@geelongcity.vic.gov.au)

To lodge this application: Print form, and deliver with any supporting documentation by fax, by post or in person or scan signed form and email to address above.

Customer Service Centres are listed: at [City of Greater Geelong website](#)

### Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your community group. Under the state-wide system, this will be done by your principal council and also any other council in whose district the temporary food premises listed in this application will trade, where the information is relevant. It will be used in accordance with the Food Act and the Information Privacy Act 2000 and as authorised by law.

To view Council's privacy policy, please either visit Council's offices or go to:

City of Greater Geelong Website – [Privacy Statement](#)