

Food Act 1984 (Vic) Notification by a community group Mobile food premises



Who is to use this form?

Only use this form if the community group selling the food is either:

- a not for profit body. (This is an incorporated or unincorporated body or association that is not carried on for the purposes 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.

When is this form to be used?

Completion of this notification form will ensure that your community group is included in the new state-wide arrangements under the Food Act for mobile food premises.

Under the state-wide notification system, one council in Victoria must be primarily responsible for accepting your Food Act notification. 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 **prepares or stores food** that is to be sold from the mobile food premises; or
- if food is not usually prepared or stored beforehand by your community group - the district in which your community group **mainly garages the mobile food premises**; or
- if neither of the above apply - the district in which your **community group address** is located; or
- if none of the places listed above are in Victoria - the district in which the mobile food premises will **first operate**.

This form is to be used to notify your principal council about one or more mobile food premises (such as a vehicle, van, trailer or cart) from which food is sold and at which only class 4 food handling activities are undertaken.

Class 4 activities are described on page 3 in the box headed "Food handled at the mobile food premises".

This once-off notification form, when accepted by your principal council, will enable your community group to operate the notified class 4 vehicles or other mobile premises anywhere in the State. If you continue to engage only in the class 4 activities that you list in this form, your only other obligation in the future will be to lodge a separate statement of trade, as outlined below.

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

- understand your obligations under the Food Act;
- know which council to notify;
- use the correct form and know how to complete it; and
- can be informed about the classification of the group's food handling activities.

Other class 4 activities

If you also wish to notify the council about any temporary premises such as market stalls, or vending machines, from which you only engage in class 4 food handling activities, contact your council to discuss what form it is best to complete.

Statement of trade

A statement of trade (SOT) about where and when you plan to operate the mobile premises listed in this notification in the principal council's district can also be attached to this form, or lodged after you have notified 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 mobile premises is to operate, at least 5 days before trading commences in those councils' districts. Your principal council can provide you with the SOT form

Food Act 1984 (Vic)

Notification by a community group: mobile food premises

Council use only

Notification Number:

Date:

Ledger Number:

Community group / fundraising details

Is the community group a company/association? or an individual raising funds for charity?

Name of community group selling food (proprietor)

ABN if known (optional)

If the community group is a company/incorporated body

Company/Association name

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

ACN

OR if sale of food for charitable purposes is by an individual, specify your name AND charity.

Title Surname

Given name(s)

Name of charity

Street address

Suburb/Town

State

Postcode

Postal address

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

Community group phone

Home phone

Community group fax

Mobile

Email

Is there another person who is to be contacted about the community group's food handling activities if you are not available?

 Yes NoIf **yes**, please specify below.

Community group contact

Position

Contact phone number

Mobile phone

Email

Principal premises details

Please list here the address of the place where the community group that operates the mobile food premises covered by this notification is based. This is to make sure that you are notifying these premises with the correct council.

1. Do you have a fixed food premises at a permanent address that is already registered or notified with a council in Victoria under the Food Act?

Yes No

If no, go to 2. If you are unsure whether you need to register or notify a fixed premises because you prepare or store food for sale at that premises, contact the council in which the premises is located to discuss.

If yes,

(a) specify with which council:

If you know the registration number, insert it here:

(b) do you intend to prepare or store food that will be sold at the mobile food premises at this place?

Yes No

If no, go to 2.

If yes, 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 will be based at the place in Victoria where the food van is garaged. (If there is more than one van, it will be the main place of garaging.)

Specify this address at 3.

If you do not have a usual place in Victoria where the food van is garaged (or a main place of garaging in Victoria), but your community group is based in Victoria, you will need to nominate the group's Victorian address at 3.

If you have any queries, contact your council.

Interstate community groups: if you are visiting Victoria from interstate AND –

- the food to be sold is prepared or stored outside Victoria, or
 - you do not prepare or store food –
 - and your van is garaged outside Victoria –and
 - your community group does not have an address in Victoria
- go to 4.

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:** if you answered "no" to 1, and 2 does not apply to you because your community group operations are based outside Victoria, please specify the council district in which the mobile premises you are listing on this form will first operate in Victoria:

You must notify 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 notify the Victorian council for this district.

Mobile food premises details

List the type of mobile food premises you are notifying. This can be a food van, caravan, trailer or cart.
If you have more than one mobile premises, list each one separately. For example, if you have one food van, list it only once. This van can operate on a number of separate occasions or continuously. If you have two or more food vans that will operate in these ways, list them separately.

| Give each premises a number. This will be the "premises number". | Type of mobile food premises eg food van, caravan, trailer, or cart | Vehicle registration number (if applicable) | Vehicle make (if applicable) | Vehicle model (if applicable) |
|--|--|---|------------------------------|-------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

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

In this form "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, packaged chips, confectionary, bread, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

Food handled at the mobile food premises

Please tick the appropriate boxes describing the food being sold or handled at each of the mobile food premises.

| Mobile food premises If you have one mobile food premises, answer for premises number 1. If you have more than one, and the food handling activities will be the same for all vehicles, answer "all mobile food premises". If the activities may differ, answer for each vehicle using the premises numbers listed above. | <i>If you are a not for profit body only: do you sell sausages that are cooked and served immediately on site? (This can be with or without onions cooked at the same time, and bread and sauce.)</i> | Do you offer 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? | Do you sell whole (uncut) fruit or vegetables or prepackaged cut fruit or vegetables? | Do you sell prepackaged low risk foods from the mobile food premises? eg bottled jams, honey, nuts, confectionary or shelf stable prepackaged cakes (without fresh cream fillings) |
|---|---|---|---|--|
| All mobile food premises (if more than one) | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

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

Are the activities listed above the ONLY food handling activities you will engage in at the mobile food premises?

Yes No

If no, contact your council to check whether you should be using this form.

Declaration

I understand and acknowledge that:

- The information provided in this notification is true and complete to the best of my knowledge.
- This notification is a legal document and penalties exist for providing false or misleading information.
- The community group is a not for profit body, or is selling food solely for the purpose of raising funds for charity.

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

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

To deliver 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.

City of Greater Geelong Customer Service Centres are listed:

<http://www.geelongaustralia.com.au/common/Public/Documents/913ae4ae-Customer%20Service%20Centres%20-%20Locations%20and%20Opening%20Hours.pdf>

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 mobile food premises listed in this notification 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:

<http://www.geelongaustralia.com.au/ct/documents/item/2c891c3b.aspx>