

# Food Act 1984 (Vic)

## Application to register food vending machines



This form is to be used to apply for state-wide registration of one or more food vending machines from which a business sells food.

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 food business **prepares or stores food** that is to be sold from the vending machines; or
- if food is not usually prepared or stored beforehand by your business - the district in which your **usual business address** is located; or
- if neither of the places listed above are in Victoria - the district in which the machines will **first operate**.

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 lodge your application with;
- use the correct form and know how to complete it;
- can be informed about the classification of your vending machines; and
- know whether you need to have a food safety program.

### Class 4 activities

If you also wish to notify the council about the number of vending machines from which you only sell prepackaged low risk food (class 4 activities), this can be included in this form. These activities are described on page 7 of the form.

Please note that unlike registration, you only need to complete one notification of class 4 machines. It does not need to be renewed annually. However, if in the future there are any changes to the information supplied about the number of machines, at that time you will need to inform the council by completing an updated form.

### Statement of trade

A statement of trade (SOT) about where and when you plan to operate the vending machines listed for registration in this application in the principal council’s district can also be completed in 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 any of these vending machines are to operate, at least 5 days before operating in those councils’ districts. Your principal council can provide you with the SOT form.

# Food Act 1984 (Vic)

## Application to register food vending machines

### Council use only

Application Number:  Application Date:  Ledger Number:

### Proprietor of food business details

Is the proprietor of the food business a company/association?  or an individual?  or a partnership?

Proprietor name <input type="text"/>	ABN if known (optional) <input type="text"/>
	ACN <input type="text"/>

If the proprietor of the food business is an individual

Title <input type="checkbox"/>	Surname <input type="text"/>	Given names <input type="text"/>
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**OR** if the proprietor of the food business is a company/incorporated

Company/Association name <input type="text"/>	Authority to complete form on behalf of group eg director of company or member of committee of management <input type="text"/>
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**OR** if the proprietor of the food business is a partnership

Partnership name

Street address <input type="text"/>	Postal address <input type="text"/>
Trading name <input type="text"/>	
Suburb/town <input type="text"/>	State <input type="text"/> Postcode <input type="text"/>

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

Business phone <input type="text"/>	Home phone <input type="text"/>	Business fax <input type="text"/>	Mobile <input type="text"/>
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Email

Is there another person who is to be contacted about the food business if you are not available? If yes, please specify below.

Name <input type="text"/>	Role (eg manager, director) <input type="text"/>
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Business phone <input type="text"/>	Home phone <input type="text"/>	Business fax <input type="text"/>	Mobile <input type="text"/>
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Email

## Principal premises details

Please list here the address of the place where the food business that sells food from the vending machines listed in this application is based. This is to make sure that you are registering 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 vending machines at this place (eg a warehouse registered in your name)?

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 vending machines 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. If you do not have a fixed food premises that requires notification or registration under the Food Act, you will need to nominate a business address in Victoria.

Specify this address at 3.

**Interstate businesses:** if you sell food from vending machines in Victoria AND –

- the food to be sold is stored outside Victoria; and
- you do not have a Victorian business address, go to 4.

If you have any queries, contact your council.

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

If it is a different address, complete the following:

Street address

Suburb/Town

State

Postcode

4. **Interstate businesses only:** if you answered “no” to 1, and 2 does not apply to you because your business operations are based outside Victoria, please specify the council district in which the vending machines you are listing 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.**

## Vending machine details

List the vending machines for which you are applying for registration. These will be machines that sell prepackaged high risk food (eg sandwiches) or unpackaged low risk food (eg tea and coffee), or machines from which unpackaged high risk food is prepared for sale or sold. (See below for definitions.)

If you have more than one machine, list each machine separately.

Do not list any machines that sell only prepackaged low risk foods (eg nuts, chips, soft drinks, confectionary). These are class 4 machines. These do not require registration. They can be notified separately at the end of this form.

<b>Give each machine a number.</b> This will be the "premises number".	<b>Machine model</b> (if applicable) and serial number to identify the machine
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30	

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

## Food sold from the vending machines

**Please tick the appropriate boxes to describe the food handled at, and sold from, each machine listed above. These will be class 2 or class 3 machines under the Food Act.**

Do not list class 4 machines here.

### 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 sandwiches and rolls, cooked foods that contain meats, smallgoods, custard and dairy-based desserts such as cheesecakes and custard tarts, fruit salads and fruit juices.

“Low risk food” means food that is less likely to contain bacteria that will cause food poisoning. For example soft drink/alcohol, dried fruits/nuts, packaged chips, confectionary, milk (pasteurised or heat treated), frozen ice cream (manufactured from pasteurised or heat treated milk), soy milk (pasteurised or heat treated).

<b>Vending machine premises number</b> If you operate one machine, answer for machine 1. If you operate more than one, and the food handling activities will be the same for all machines, answer “all vending machines”. If the activities may differ, answer for each machine using the premises numbers listed at already in this form.	<b>Do you sell low risk food?</b> eg nuts, tea and coffee	<b>Do you sell high risk prepackaged food?</b> eg prepackaged sandwiches	<b>Do you handle unpackaged high risk food?</b>
<b>All vending machines (if more than one)</b>			
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18			
<b>Classification</b>	<b>Class 3</b>	<b>Class 3</b>	<b>Class 2</b>

If there is not enough space, attach additional sheet(s).

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

## Classification

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

Which machines are class 2 and which are class 3? Refer to the answers to the questions above, and complete the table below.

**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.

Vending machine premises number (list each machine by the premises number listed above)	Classification	
	Class 2	Class 3
<b>All vending machines (if more than one)</b>		
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2		
3		
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18		

If there is not enough space, attach additional sheet(s).

**For further information, refer to the Food Classification Tool at <http://www.foodsmart.vic.gov.au/foodclass>**

If **any** of your machines are class 2, your business will require a food safety program (FSP) and food safety supervisor (FSS). Council can provide you with advice about food safety programs. Information is also available at <http://www.health.vic.gov.au/foodsafety/>

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

## Food safety program (FSP)

Please answer these questions if any of the machines in the application are class 2.

### Q1. Do you have any of the following types of FSP?

- Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2  
 FoodSmart (online)

If **YES**, please select the type of FSP and go to Q4.

If **NO**, go to Q2.

### Q2. 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 Q4.

If **NO**, got to Q3.

### Q3. Do you have a non standard food safety program (Independent FSP)? Yes No

If **YES**, have the activities been audited by an approved food safety auditor?  Yes  No

If **NO**, please specify when the audit is to be conducted.

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 Q4.

### Q4. Do you also have a class 3 machines 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 machines covered by this application?

- Yes  No

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

## Food safety supervisor

**Class 2 machines only.**

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the machines.

### Notification of class 4 vending machines

“Low risk food” means food that is less likely to contain bacteria that will cause food poisoning. For example soft drink/alcohol, dried fruits/nuts, packaged chips, confectionary, milk (pasteurised or heat treated), frozen ice cream (manufactured from pasteurised or heat treated milk), soy milk (pasteurised or heat treated).

If you have other machines that only sell prepackaged low risk food, these are class 4 vending machines.

Please enter the total number of class 4 vending machines in the box below.

By completing the above box, I confirm that the number of machines listed above will only sell prepackaged low risk food.

### Payment details (if applicable)

To determine the applicable fee please contact the

City of Greater Geelong Environmental Health Services Unit on phone: 03 5272 4411 or fax: 03 5272 4375 or email – [contactus@geelongcity.vic.gov.au](mailto:contactus@geelongcity.vic.gov.au)

### 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.

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.

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 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: [Customer service contact and locations](#)

### Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your business. Under the state-wide system, this will be done by your principal council and also any other council in whose district the food vending machines listed in this application will operate, 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:

[Information privacy policy](#)