



**Macedon
Ranges**
Shire Council

Environmental Health Services

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Application to Register a Food Premises

I / we the undersigned, hereby apply to register under the provisions of the Food Act 1984, the premises described below.

Premises

Trading name of premises (if any): _____

Type of premises: _____

Address: _____

Town: _____

Postcode: _____

Contact person: _____

Telephone: _____

Mobile: _____

Email: _____

If this is an existing food premises with a current registration, please provide the registration number: _____

Complete the following section if the premises type listed above is a mobile food van:

Registration no: _____ Make: _____ Model: _____

Please indicate the type of water supply used by the premises:

☐ Public water supply (mains water) ☐ Private water supply (e.g. rainwater tank)

Does the premises have a licence to sell liquor? ☐ Yes ☐ No

If yes, please specify licence type: _____

Does your premises have customer seating outside? ☐ Yes ☐ No

Are tobacco products sold? ☐ Yes ☐ No

If yes, is it from a vending machine only? ☐ Yes ☐ No

Proprietor's details

Company Type: ☐ Company ☐ Sole Trader ☐ Partnership ☐ Trust

ABN/ACN: _____

Company name (as per ABN): _____

Surname: _____

First name: _____

Postal address: _____

Town: _____

Postcode: _____

Telephone: _____

Mobile: _____

Email: _____

Please briefly outline what food/drinks you will be producing:

Are you making any allergy claims? (i.e. gluten free, dairy free) ☐ YES ☐ NO

If yes, please provide information:

High risk processes – Class 2 premises only (Tick all that apply).

Class 2 food services and retail food premises are now exempt from the requirement to have a food safety program unless they are undertaking any of the following eight high-risk food handling activities:

Sous vide cooking, (cooking at less than 75 °C) where the food is cooked under controlled temperature and time conditions inside vacuum sealed packages in water baths or steam ovens.

Any potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.

Preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe, acid may be naturally present or added or produced by the food (due to microbial activity).

Preparation of ready-to-eat foods containing raw unshelled eggs (unpasteurised).

Preparation of ready-to-eat raw or rare minced/finely chopped red meats.

Preparation of ready-to-eat raw and rare poultry and game meats.

Off-site catering where ready-to-eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event.

Any other complex food process activity such as:

- Pasteurisation/thermal processing, where food is heated to a certain temperature for a specified time, to eliminate pathogenic organisms.
- Packaging food where the oxygen has been removed and/or replaced with other gases for food safety or to increase shelf life of the food.
- Any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food, as described in Australia and New Zealand Food Standards Code, Standard 3.2.2.

I do none of the above

* If you have selected any of the 8 high risk processes above, please indicate the type of Food Safety Program in use, if you have ticked "I do none of the above" you can skip this question.

Food Safety Program in Use – Class 1 and 2 Premises Only

Standard template	Using a registered template developed by Department of Health
Standard Food Safety Program	Using any other template registered under the Act
Proprietary Food Safety Program	Non-standard Food Safety Program developed by the proprietor (which is to be audited by a 3 rd party)
Quality assurance Food Safety Program	Any other non-standard Food Safety Program that is developed under a quality assurance system or code, but only where that system or code has been declared by the department under the Act as suitable for this purpose.

Food Safety Supervisor

Do you have a Food Safety Supervisor (FSS)? Yes No

Name: _____ FSS certification date: _____

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

A food safety supervisor is not required if the food premises has a declared QA Food Safety Program that includes competency based or accredited training for staff of the premises; or is a community group that is exempt.

I understand and acknowledge that:

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

Applicant Signature: _____ Date: _____

Food Premises Classification

Under the Food Act 1984, all businesses selling food for human consumption must be classified based on the food safety risk of their activities. Since 1 July 2010, a risk-based classification system has applied to all food premises.

If your business sells food, you must register with or notify your local council, depending on your classification. This guide helps you determine your requirements.

Food Premises Classes

There are four main classes of food premises, with Class 1 having the highest food safety risk and Class 4 the lowest.

- **Class 1 – Register with Council**
Premises that serve high-risk food to vulnerable people, such as:
 - Hospitals
 - Aged care services
 - Childcare centres
- **Class 2 – Register with Council**
Premises handling unpackaged, potentially hazardous food (e.g., restaurants, cafés, takeaway shops).
- **Class 3A – Register with Council**
Includes:
 - Accommodation premises serving cooked meals to guests
 - Home-based or temporary premises producing hot-filled acidic preserves (e.g., chutneys, relishes)

- **Class 3 – Register with Council**
Premises handling:
 - Unpackaged low-risk food
 - Pre-packaged high-risk food
 - Warehousing or distribution of pre-packaged food
- **Class 4 – Notify Council**
Premises with only low-risk food handling, such as:
 - Selling pre-packaged shelf-stable food (e.g., confectionery, bottled drinks)
 - Selling packaged alcohol
 - Selling uncut fruit and vegetables
 - Wine tastings with low-risk food
 - Selling packaged cakes (no cream)
 - Supplying low-risk food at kindergartens or childcare
 - Sausage sizzles (sausages, bread, onions, sauce only)

If you operate a **Supported Residential Service**, inform Council whether most residents are aged persons, as this may affect your classification.

Registration fees

All food premises registrations run on a calendar year basis and expire on 31 December each year (except class 4 which has no expiry). These fees are exempt from GST under Division 81 of the GST Act.

Class 1	Class 2	Class 3a	Class 3	Class 4	Sporting clubs (Class 2 and 3)
\$770	\$770	\$640	\$470	\$0	\$130

Class: _____ Fee Payable: \$ _____

Payment options

- **In person:** present this form and payment (cash, cheque/money order, EFTPOS or credit card) at one of our customer service centres.
- **Phone:** call our customer service team on (03) 5422 0333 (Mastercard and Visa accepted)
- **By Mail:** cheque or money order – payable to Macedon Ranges Shire Council. Mail this form and payment to PO BOX 151, KYNETON VIC 3444

Privacy

The collection and handling of personal and health information is in accordance with Council's Privacy Policy, which is displayed on Council's website, mrsc.vic.gov.au/privacy and is available for inspection or collection from Council's customer service centres.