

Food Act 1984 (Vic)

Application to register mobile food premises – community group



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia

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 mobile food premises (such as a vehicle, van, trailer or cart). This registration will allow you to operate the mobile 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 mobile food premises; and
- these food handling activities are class 2 or class 3.

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

- selling prepackaged low risk food such as bottled jams or, honey, prepackaged confectionary or nuts, shelf stable prepackaged cakes (without fresh cream fillings) 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; or
- (if you are a not for profit body) 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 van or other mobile premises by your community group, do not use this form. Registration is not required. You only need to complete a once off notification form.

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 at which it routinely prepares or stores food that is to be sold from the mobile food premises; or
- if your group does not have such a place - the district in which it mainly garages the mobile 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 your principal 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 mobile 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 mobile 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 mobile 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

Food Act 1984 (Vic)

Application to register mobile 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, vehicle 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 a 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 mobile food 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 mobile food premises (such as your vehicle) 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 the food van is garaged. (If there is more than one vehicle, it will be the main place of garaging.)

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 the stores food that is sold at the mobile premises (question 1); or
- you usually garage your mobile premises 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 mobile 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.

Mobile food premises details

List the mobile food premises for which you are applying for registration. This can be a food van, caravan, trailer or cart. 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. Each one will be classified according to the highest risk activity.

For example, if you have one van and sometimes you sell unpackaged high risk food, this same van 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 van will be classified based on the highest risk activity, which is selling unpackaged high risk food.

Do not list any mobile 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 vehicle or other mobile 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				
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 vehicles 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 6 of this form.

Have any of these mobile 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 mobile food premises to be registered

Please answer the following questions describing the type of food being sold and handled at each mobile food premises listed on page 3 to be registered.

By ticking the appropriate boxes to answer the following questions, the classification of the premises as either class 2 or 3 will be shown at the bottom of the table.

If you have one van, 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 van, and different activities are likely to be undertaken at each one over the 12 month/registration period, specify those activities for each van.

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 or seafood 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, fruit salads and fruit juices, cooked rice and pasta, foods containing protein-rich foods such as quiche, fresh pasta and soy bean products.

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

Mobile food premises number (vehicle) <small>If the group has one vehicle, answer for vehicle 1. If you have more than one, and the food handling activities will be the same for all vehicles, answer “all mobile food vehicles”. If the activities may differ, answer for each vehicle using the premises numbers listed above.</small>	Does the community group sell unpackaged low risk food or eggs within their shells from the vehicle?	Does the community group sell prepackaged high risk food from the vehicle?	Is the only handling of unpackaged high risk food at the vehicle as follows:		Does the community group handle any other high risk foods* at the vehicle? <small>eg serving soft-serve ice cream eg preparing sandwiches/rolls on site eg preparing/cooking food either on site (in the vehicle) or off site, but placing food in a bain marie in the vehicle and serving it throughout the day (“cook & hold”)</small>
			(1) food is cooked on site at the vehicle and served immediately (“cook & serve”)		
			AND		
			<u>this activity is conducted only for 1 or 2 days at any one time?</u>	<u>this activity is conducted for more than 2 days at any one time?</u>	
All mobile food vehicles (if more than one)					
Mobile food vehicle 1					
2					
3					
4					
5					
6					
Classification	Class 3	Class 3	Class 3	Class 2	Class 2

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

* This does not include tastings or samples of unpackaged high risk food offered for free, where each sample is offered for no more than 4 hours.

If you have ticked both class 2 and class 3 activities for a vehicle, then the classification of that vehicle 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 premises are class 2 and which are class 3? Refer to the answers to the questions in the previous box.

If you have ticked both class 2 and class 3 activities for a van/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.

Mobile food premises number (Please indicate the number for each premises as listed above in the "premises details" box.)	Classification	
	Class 2	Class 3
All mobile food premises (if more than one)		
Mobile food vehicle 1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

For further information, refer to the Business Classification Tool at www.foodsmart.vic.gov.au/foodclass

If **any** of your mobile food premises are class 2, you will require a food safety program. You will need to complete the 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/

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

If you also have any mobile food premises at which only class 4 food handling 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 mobile food premises listed on page 5 for registration 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 mobile food 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 Q4.

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 mobile 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 MOBILE FOOD PREMISES

This “statement of trade” is to be completed if the community group is selling food from the class 2 or 3 mobile 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.

Premises number (as listed above)	If roaming, specify general location eg town name or locality	If parked at a specific site, specify address - street and suburb/town to be included	If at an event, specify name of event where known (eg Royal Melbourne Show)	Trading dates Specify date range and days eg <ul style="list-style-type: none"> • Saturdays during 2/2/12 – 2/3/12 or • weekends during 2/2/12 – 2/3/12 or • everyday during 2/2/12 – 2/3/12 OR list dates of trading This is to ensure that council knows when you are operating.

Payment details

Annual registration per calendar year

Class 2 = \$310.00

Class 3 = \$205.00

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

Borough of Queenscliffe
50 Learmonth Street
(Po Box 93)
QUEENSCLIFF VIC 3225

Telephone: +61 03 5258 1377
Fax: +61 03 5258 3315
Email: info@queenscliffe.vic.gov.au
Website: <http://www.queenscliffe.vic.gov.au>

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 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:

<http://www.queenscliffe.vic.gov.au>