

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



Borough of Queenscliffe
Queenscliff & Point Lonsdale, Victoria, Australia

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 temporary 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**”. 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 at the temporary premises; or
- if food is not usually prepared or stored beforehand by the community group (such as when it is donated to the group) - the district in which the group **usually stores the equipment** for the temporary premises; or
- if neither of the above apply - the district in which the group’s **business address** is located; or
- if none of the above are in Victoria - the district in which the temporary premises will **first operate**.

This form is to be used to notify one or more temporary food premises (stall, tent or other covered shelter) from which you only engage in class 4 food handling activities.

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

This once-off notification form, when accepted by your principal council, will enable your community group to operate the notified class 4 stalls or other temporary premises anywhere in the State. If your community group continues 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 food handling activities of the community group.

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 in 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 temporary premises is to operate, at least 5 days before that 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: temporary 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 nameAuthority 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 No

If yes, please specify below.

Community group contact

Name

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 temporary 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 temporary 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 equipment used at your stall or other temporary premises is usually stored.

Specify this address at 3.

If you do not have a usual place in Victoria in which you store the equipment, but your community group is based in Victoria, you will need to nominate the group's Victorian address.

Specify this address at 3.

If you have any queries, contact your council.

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

- the food is prepared or stored outside Victoria, or
 - you do not prepare or store food –
 - and the equipment for your temporary premises is stored 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 temporary 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.

Temporary food premises details

List the temporary food premises you are notifying (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 more than one temporary premises, list each one separately. For example, 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.

| Give each 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.

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 temporary food premises

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

| Temporary food premises If you have one temporary food premises, answer for premises number 1. If you have more than one, and the food handling activities will be the same for all premises, answer “all temporary food premises”. If the activities may differ, answer for each premises using the premises numbers listed above. | Do you sell cakes that are covered or packaged (without cream fillings)? | 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? | <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 with bread and sauce.)</i> | Do you sell tea or coffee (with or without milk or soymilk) or biscuits? | Do you sell prepackaged low risk foods from the temporary food premises? eg bottled jams, honey, nuts, confectionary |
|--|---|--|--|--|---|---|
| All your temporary premises (If more than one) | | | | | | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |

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 your temporary food premises?

Yes No

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

Statement of trade

This "statement of trade" is to be completed only if the community group is selling food from the temporary premises listed above within the same council district as the one in which this form is being lodged.

Completing this table is optional. If you do not yet know the dates on which you plan to trade, you can advise council after this notification has been accepted.

If your business will be operating in any other council district, DO NOT COMPLETE THIS FORM FOR THOSE OTHER COUNCILS. After this notification form is accepted by your principal council, you will need to complete a separate statement of trade form and lodge it with each other council in which you intend to operate.

| Temporary food premises (use premises numbers) | If an event, specify date/date range | If trading generally, specify the day of the week trading | Address (street and suburb to be provided) |
|--|--------------------------------------|---|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

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

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 organisation, 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

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 temporary 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.queenscliffe.vic.gov.au>

