

East Gippsland Shire Council

273 Main Street (PO Box 1618)
Bairnsdale Vic 3875
Website www.eastgippsland.vic.gov.au
Email feedback@egipps.vic.gov.au
Follow us on Twitter @egsc



Telephone: (03) 5153 9500
Fax: (03) 5153 9576
National Relay Service: 133 677
Residents' Information Line: 1300 555 886
ABN: 81 957 967 765

Application for Registration of Food Premises *Food Act 1984*

There are some hard words in this form. The hard words are in **blue**. You can read what they mean on page 3.

Proprietor

New premises <input type="checkbox"/>	Change of ownership <input type="checkbox"/>	
Proposed change of ownership date	Date: ____/____/____	
Name/s:		
Postal address:		
	Postcode	
Phone number: Home:	Work:	Mobile:
Email address:	Fax:	

Business

Trading name:	
Business address:	
	Postcode
Australian Business Number (ABN):	
Phone number: Work:	Mobile:
Email address:	Fax:

Description of use of Premises

Please give a brief explanation of the Food Premises: _____ _____ _____

Number of full time staff? (2 casual or part time staff is equal to 1 full time)
What is the main language spoken?

Is Tobacco sold?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is Tobacco sold from a vending machine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the business have sit-in dining?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the business have a licence to sell liquor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a private drinking water supply?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Privacy Statement

The East Gippsland Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail feedback@egipps.vic.gov.au

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Food Safety Supervisor

Name:				
Postal address:			Postcode	
Phone number: Home:	Work:	Mobile:		
Email address:			Fax:	

Food Recall Contact

Name:				
Postal address:			Postcode	
Phone number: Home:	Work:	Mobile:		
Email address:			Fax:	

Food Safety Program (FSP)

FSP Class:	Type of FSP:
If you have already given Council a Food Safety Program (FSP) – (please tick the box)	
<input type="checkbox"/> The FSP given to Council before has been reviewed and has not changed. Or,	
<input type="checkbox"/> The FSP given to council before has been reviewed and changed. A new FSP or changed version is attached.	

As the proprietor of the food business detailed above, I hereby apply to register this business under the terms of the *Food Act 1984* for the period of ____/____/____ to ____/____/____.

Signature/s:	
Name/s:	Date: ____/____/____

Fee Due: \$

Office Use Only:
Reference Number: LC/ENV/PP/_____ Method of Payment: <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Eftpos <input type="checkbox"/> Credit Card
Amount Paid: \$_____ Receipt Number: _____ Receipt Date: ____/____/____

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Food Safety Program (FSP) Requirements:

You must submit a copy of your FSP unless your business has been **exempt** from having a FSP. A food business is free from having a FSP if it sells only prepackaged and low risk shelf foods, eg. packet chips, soft drinks, confectionary.

FSP Class 1: businesses are high risk, such as hospitals that should already have a FSP and are subject to third party **audit**.

FSP Class 2: are all the remaining businesses except those that are **exempt** from having a FSP.

Non-standard FSP type: a FSP developed independently and requires a third party **audit**.

Standard FSP type: a FSP developed using a State Government approved template and is not subject to a third party **audit**.

You must have a Food Safety Supervisor unless your business is **exempt** from having a FSP. Contact Council if you need more information on Food Safety Supervisor **requirements**.

The information given by you is collected by the East Gippsland Shire Council for the purposes of carrying out the Food Act 1984 and Tobacco Act 1987. The information shall not be given to any party unless needed by law, or in line with Sections 54A to 54D of the Food Act 1984 and Privacy and Data Protection Act 2014.

Any information given is also protected against wrongful release by *Sections 54 and 60H of the Food Act 1984* and by the *Privacy and Data Protection Act 2014*.

Part or all of the information given, which forms part of a register, is available for public inspection as per *Section 43(5) of the Food Act 1984*.

Hard Words

Exempt: Free from an obligation or liability imposed on others.

Audit: A systematic review or assessment of something.

Requirements: A thing that is needed or wanted.

Proprietor: The owner of a business, or a holder of property.

Reviewed: Has been looked at again.

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Submitting your application:

Mail	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
Electronic	Fax to 03 5153 9576 Email to feedback@egipps.vic.gov.au	
In Person	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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