

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale VIC 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
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Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
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

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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](mailto: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: ____/____/____ |

|                    |
|--------------------|
| <b>Fee Due: \$</b> |
|--------------------|

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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.

### Submitting your application:

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|            |                                                                                                                                             |                                                                                                                                                                                                                                          |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mail       | Post the signed, completed form together with any applicable fees or copies of any documentation to;<br>PO Box 1618<br>BAIRNSDALE VIC 3875. |                                                                                                                                                                                                                                          |
| Electronic | Fax to 03 5153 9576<br>Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>                                  |                                                                                                                                                                                                                                          |
| In Person  | Bring the completed form and supporting documents to any of the following locations;                                                        |                                                                                                                                                                                                                                          |
|            | Service Centre Opening Hours:<br>9.00am to 5:00pm.<br>Monday to Friday.                                                                     | Bairnsdale Corporate Centre: 273 Main Street.<br>Lakes Entrance Service Centre: 18 Mechanics Street.<br>Omeo Service Centre: 179 Day Avenue.<br>Orbost Service Centre: 1 Ruskin Street.<br>Paynesville Service Centre: 55 The Esplanade. |
|            | Mallacoota Service Centre Opening Hours:<br>Monday and Tuesday 10.00am to 2.00pm<br>Wednesday, Thursday, Friday 2.00pm to 5.00pm            | Mallacoota Service Centre: 70 Maurice Avenue                                                                                                                                                                                             |

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