

Food Act 1984 (Vic) Application to transfer registration of a mobile food premises



When to use this form

This form is to be used to apply for the transfer of state-wide registration under the Food Act 1984 of one or more mobile food premises (such as a vehicle, van, trailer or cart).

This will be the case if the mobile food premises are already registered under the Act and -

- are to be transferred to a new proprietor;
- will be used by the new proprietor to sell food, or handle food for sale; and
- require ongoing registration because these food handling activities are class 2 or class 3.

If only class 4 food handling activities are conducted at these premises, do not use this form.

If you are unsure, read the description of class 4 activities in the "Food handled at class 4 mobile food premises" box in Attachment 1 to this form. Class 4 premises are not registered, but must be notified.

If more than one mobile food premises has been transferred to you as the new proprietor, and some are only to be used for class 4 activities, whilst others are class 2 or class 3 because a wider range of activities are conducted, you may use this form for all of them. Follow the instructions.

This form must be completed by the new proprietor. The application must also be signed by the existing proprietor, as an acknowledgement that the transfer is to proceed.

Which council should the new proprietor apply to?

Under a state-wide registration system, one council in Victoria must be primarily responsible for approving your proposed operations. This is the "**principal council**". As the new proprietor, you must lodge this form with that council. This is the council for the following Victorian district:

- the district in which your food business will **prepare or store food** that is to be sold from the mobile food premises; or
- if food is not usually prepared or stored beforehand by your business - the district in which the business will **mainly garage the mobile food premises**; or
- if neither of the above apply - the district in which your **usual business address** is located; or
- if none of the above places are in Victoria - the district where you will **first operate** the mobile food premises.

You should apply to this council even if the existing proprietor (from whom you are taking over the mobile food premises) is registered with a different council.

It is recommended that you contact your principal council before completing this form, so that you know—

- which council to apply to, and use the correct form;
- whether the mobile premises need to be registered (class 2 or 3) or only notified (class 4); and
- 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 transferred mobile premises listed in this application in the principal council's district can also be attached to 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 the SOT form.

Food Act 1984 (Vic)

Application to transfer registration of a mobile food premises

Why are there questions about food handling in this form?

As registration under the Act is 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 transfer of registration application form under the 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. You should answer the questions based on what you plan to do.

In future years, 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.

If you have completed attachment 1 to notify premises at which only class 4 activities are conducted, this will not need to be renewed annually. However, if in the future there are changes to the information supplied about food handled or the number of class 4 premises, at that time you will need to inform the council by completing an updated form.

For more information about the state-wide system, go to www.health.vic.gov.au/foodsafety

Food Act 1984 (Vic)

Application to transfer registration of a mobile food premises

Council use only

Application Number: Application Date: Ledger Number:

Proposed new proprietor of mobile food premises

Is the proposed new proprietor of the food business a company/association or an individual or a partnership?

Proprietor name	ABN if known (optional)
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If the proprietor of the food business is an individual

Title	Surname	Given name(s)
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<p>OR if the proprietor of the food business is a company/incorporated</p> <p>Company/Association name</p> <p>ACN</p>	<p>Authority to complete form on behalf of business eg director of company or member of committee of management</p>
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OR if the proprietor of the food business is a partnership

Partnership name

Trading name	Street address	
<input type="text"/>	<input type="text"/>	
Suburb/town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address (if different to above)

Please provide at least one phone number and include the area code.

Business phone	Home phone	Business fax	Mobile
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email

Is there another person who is to be contacted about the food business if you are not available? If yes, please specify below.

Name	Role (eg manager, director, vehicle operator)		
<input type="text"/>	<input type="text"/>		
Business phone	Home phone	Business fax	Mobile

Email

Existing registered proprietor details

Is the existing food proprietor of the food business a company/association or an individual or a partnership?

Proprietor name

ABN if known (Optional)

If the proprietor of the food business is an individual

Title Surname

Given name(s)

OR

If proprietor of the food business is a company/incorporated
Company/Association name

Authority to complete form on behalf of business eg director
or member of committee of management

ACN

OR

If the proprietor of the food business is a partnership

Partnership name

Trading name

Street address

Suburb/Town

State

Postcode

Postal address (if different to above)

Please provide at least one phone number and include the area code

Business phone

Home phone

Business fax

Mobile

Email

Principal premises details

Please list here the address of the place where the food business that will operate the mobile food premises covered by this application is based. This is to make sure that you are applying to transfer registration of 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 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 business will be based at the place in Victoria where the food van will be garaged. (If there is more than one van, it will be the main place of garaging.)

Specify this address at 3.

If you do not have a usual place in Victoria where the food van is to be garaged (or a main place of garaging in Victoria), but you have a business address in Victoria, you will need to specify that address at 3.

If you have any queries, contact your council.

Interstate businesses: if you are visiting Victoria from interstate AND —

- the food to be sold is prepared or stored outside Victoria, or
 - you do not prepare or store food —
 - and your van is to be garaged outside Victoria,
- and
- you do not have a business 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 businesses only:** if you answered “no” to 1, and 2 does not apply to you because your business is based outside Victoria, please specify the council district in which the mobile premises you are listing 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 transfer of registration. This can be a food van, caravan, trailer or cart.

If you have more than one mobile premises, list each one separately. For example, 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.

Do not list any vehicles that will only be used for class 4 activities. These activities do not require registration. They can be notified separately at the end of this form. Class 4 activities are described in the “Food handled at class 4 mobile premises” box in Attachment 1.

Give each 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				
11				
12				

If you know the name of the council that last registered the vehicles listed above with the existing proprietor, insert that name here:

Then list the registration number given to each vehicle by that council below (if known).

(If there is more than one vehicle and they have different council registration numbers, list these numbers in the same order as the vehicles are listed above.)

Council Registration Number

Council Registration Number

Council Registration Number

Council Registration Number

Council Registration Number

Council Registration Number

Council Registration Number

Food handled at the mobile food premises

Please answer the following questions describing the type of food to be sold or handled at each mobile food premises listed on page 4 for transfer of registration. 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.

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, fruit salads and fruit juices, cooked rice and pasta, foods containing eggs, beans, or other 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).

Premises number If you have one mobile food premises, answer for premises 1. If you have more than one, and the food handling activities will be the same for all premises, answer “all mobile food premises”. If the activities may differ, answer for each premises using the premises numbers listed above.	Do you sell low risk food or eggs within their shells from the vehicle?	Do you sell pre-packaged high risk food from the vehicle?	Do you handle unpackaged high risk food at the vehicle?*
All mobile food premises (if more than one)			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
Classification	Class 3	Class 3	Class 2

* 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 premises, then the classification of that premises 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 above, and 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.

Premises number (list each mobile food premises by the premises number listed above)	Classification	
	Class 2	Class 3
All mobile food premises (if more than one)		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

For further information, refer to the Food Classification Tool at <http://www.foodsmart.vic.gov.au/foodclass>

If **any** of your food premises are class 2, you will require a food safety program and food safety supervisor (FSS). 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 <http://www.health.vic.gov.au/foodsafety/>

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

Food safety program (FSP)

Please answer these questions if any of the mobile food premises in this transfer application are class 2.

1. Do you have any of the following types of FSP?
- Food Safety Program Template for Class 2 Retail & Food Service Businesses No. 1 Version 2
- FoodSmart (online)
- 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 4.

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

- By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises which are being transferred to me.

Payment details

For relevant fees and charges please contact Council on 1800 065 993.

Payment:

By cash, cheque or credit card

Please note: Your application will not be processed by Council until required payment has been received.

Declaration by new proprietor of mobile food premises

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.

If the business is owned by a sole trader or a partnership, the proprietor(s) must sign and print name(s).

If the business is owned by a company or association, the applicant on behalf of that body must sign and print their name.

New proprietor

Applicant signature

Applicant signature

Print applicant name

Print applicant name

Date

Date

Declaration by existing registered proprietor

I acknowledge that I no longer operate the vehicles listed in this application, and that the registration of these vehicles is to be transferred to the applicant.

Existing proprietor

Signature

Signature

Print name

Print name

Date

Date

Council contact details

Strathbogie Shire Council

109a Binney Street

PO Box 177

Euroa VIC 3666

Ph: 03 5795 0000

Toll Free: 1800 065 993

Fax: 03 5795 3550

Email: info@strathbogie.vic.gov.au

Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your business. 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:

www.strathbogie.vic.gov.au

ONLY COMPLETE THIS ATTACHMENT IF YOU HAVE CLASS 4 PREMISES

Attachment 1

NOTIFICATION OF CLASS 4 MOBILE FOOD PREMISES

If you also are also taking over the operation of any vehicles at which **only class 4** food handling activities are conducted, you can notify council about these vehicles by completing the remainder of this form.

Class 4 activities are those low risk activities listed in the second table below, head **Food handled at class 4 mobile food premises**.

If a mobile food premises such as a food van is used to carry out **class 2 or 3** activities, it should be listed at the front of this form (for registration). These vans can also be used for lower risk class 4 activities and do not need to be listed again below.

Therefore you only need to complete the following sections if you have any different mobile food premises that will **only** be used for class 4 activities.

If you have more than one mobile premises, list each one separately. For example, 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.

Class 4 mobile food premises details

Give each premises a number. This will be the "class 4 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)
Class 4 - 1				
Class 4 - 2				
Class 4 - 3				
Class 4 - 4				

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

Food handled at class 4 mobile food premises

Please tick the appropriate boxes describing the food being sold or handled at each mobile premises listed above.

If you have one mobile food premises, answer for mobile food premises Class 4 -1.

If you have more than one, and the food handling activities will be the same for all vehicles, answer "all class 4 mobile food premises".

If the activities may differ, answer for each mobile food premises using the class 4 premises numbers listed above.

"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).

Class 4 premises number	Do you sell prepackaged low risk food from the vehicle? eg bottled jams, honey, nuts, confectionary or shelf stable prepackaged cakes (without fresh 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?
All class 4 mobile food premises (if more than one)			
Class 4 - 1			
Class 4 - 2			
Class 4 - 3			
Class 4 - 4			

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 the mobile food premises?

Yes No

If **no**, contact your council to check whether you need to register the vehicle(s).