

REGISTERING A FOOD BUSINESS IN HINDMARSH SHIRE

1. Preliminary Enquiries

Planning and Building department:

Before proceeding with the food registration, all applicants must first contact Council's Town Planning and Building Department on (03) 5391 4444 to obtain written information as to whether:

- A planning permit is required for the proposed use and/or development and
- A building permit is required for the proposed premises.

Local Laws Officer:

Contact Council's Local Law Officer for outdoor furniture permit, advertising signs and flags on (03) 5391 4444.

Liquor Licence:

Any person or organisation that intends to supply liquor in Victoria must apply for a licence. The type of licence required will depend on the type of applicant and how they wish to supply the liquor. Contact the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457 or visit the website at <http://www.vcqlr.vic.gov.au> for further information.

Tobacco Legislation:

For further information regarding the Tobacco Act please refer to the Department of Health Tobacco website <http://www.health.vic.gov.au/tobaccoreforms/legislation.htm> or alternatively on 1300 136 775.

Proof of Occupancy:

For the application to proceed, every food proprietor has to submit a proof of occupancy documentation of the food business with the application.

Proof of occupancy documentation must state the following:

- Name;
- Address
- Settlement/Commencement date;
- Signatory

Acceptable proof of occupancy documentation is:

- Lease contract;
- Rental Agreement;
- Statutory declaration from the property owner/head lessee;
- Rates Notices; or

- Letter from the real estate agent.

Please Note: An application won't be processed until proof of occupancy documentation is submitted.

2. Application Process

Prior to granting registration as required under the Food Act 1984, The Environmental Health Unit must be satisfied that;

1. Application Form:

- A copy of a plan layout and specifications of the proposed business must be submitted with the application form.
- The floor plan must include the location of all fixtures, equipment and furniture.
- Specifications of various materials to be used on floors, walls, ceilings, benches, and shelves must be included in the plan.
- Submit a comprehensive list of food to be made and sold from the premises.

2. What happens after you apply:

After assessing your plans, a written report will be sent to you identifying:

- any non-compliant items
- any details that requires clarification or more information
- any additional costs that may be incurred, and
- options and suggestions that may resolve any issues

3. A progress and final inspection of the food premises:

Once you received a confirmation letter from the Council, you will need to contact the Council's Environmental Health Officer to arrange for on-site inspection to ensure that the construction and fit-out is completed satisfactorily and in accordance with the food safety standards.

Please contact Council at least 5 business days prior to the inspection to allow for appointment scheduling.

4. Food Safety Program:

A food safety program is a written plan that shows what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help businesses handle process or sell potentially hazardous foods. This is necessary to maintain safe food handling practices and protect public health.

All new food businesses (Class 1 and Class 2) are required to have a Food Safety Program before registration can be granted.

Class 1	Class 2	Class 3 and Class 4
<p>Class 1 food safety programs must be specifically tailored to take into account the food handling activities at the premises and address the risks associated with the vulnerable people who are supplied food by the facility.</p>	<p>Class 2 food premises have more choice than Class 1 premises in how they develop their food safety program. The food safety program for Class 2 premises can be:</p> <ul style="list-style-type: none"> • completed using any suitable template registered with the Department of Health, or • an independent ('non-standard') program that is developed specifically for the premises. 	<p>Due to the lower food safety risk associated with the food handling activities at class 3 and 4 premises, these premises do not need a food safety program, however they do need to keep completed basic records about certain food safety practices on site. This includes details about suppliers and potentially hazardous food.</p>

Upon completion of works you will need to submit your Food Safety Program to the Environmental Health Officer. For further information refer to the 'Food Safety Programs' fact sheet. Environmental Health Officer will review your Food Safety Program to make sure it is suitable for your business.

5. Food Safety Supervisor

All Class 1 and Class 2 premises must have a food safety supervisor. This is a requirement under s. 19C of the Act.

You are required to provide Council with the name and qualifications of the Food Safety Supervisor when you submit your Food Safety Program.

Council determine which class the food premises fits into, based on the food safety risks of its highest risk food-handling activity. Therefore, different businesses with the same owner or different premises belonging to the same franchise chain may be classed differently. One business, franchise or chain may need a food safety supervisor, and another may not.

Minimum Competency Standards**For Retailers:**

Businesses such as supermarkets, convenience stores, grocers, and delicatessens.

Minimum competency standards:

- SIRRFSA001 - Handle food safety in a retail environment
- Or
- Use both units from the 'Hospitality' section below.

For Hospitality:

Businesses such as restaurants, cafes and hotels.

Minimum Competency Standards:

- SITXFSA001 'Use hygienic practices for food safety (Release 1)'
- SITXFSA002 'Participate in safe food handling practices (Release 1)'

Health:

Businesses such as hospitals.

Minimum Competency Standards:

- HLTFS001 'Follow basic food safety practices (Release 1)'
- HLTFS005 'Apply and monitor food safety requirements (Release 1)'
- HLTFS007 'Oversee the day-to-day implementation of food safety in the workplace (Release 1)'

Food processing

Businesses such as food product manufacturers, including flour mills, canneries, packers, bakers, breweries and wineries.

Minimum Competency Standards:

- HLTFS001 'Follow basic food safety practices (Release 1)'
- HLTFS005 'Apply and monitor food safety requirements (Release 1)'
- HLTFS007 'Oversee the day-to-day implementation of food safety in the workplace (Release 1)'

6. Outcome of the Application

If approval or conditional approval is granted, Council's EHO will notify the applicant in writing of the nature and scope of approval through the issuing of a registration certificate.

- If conditional approval is granted, the conditions by which the registration is issued must be clear, concise and achievable. A time frame for compliance must be provided by the EHO.

- A further inspection will be carried out after the specified time period has elapsed under the conditions of registration. At that point conditional approval may be extended if approved or a full registration will be granted.
- The number sequence will be in accordance with the Council procedure.
- The Certificate of Registration along with any correspondence to the proprietor will be issued to the proprietor.

When an application for approval is refused, Council's EHO will notify the applicant in writing and give reasons for its refusal.