

# FOOD PREMISES APPLICATION

Food Act 1984

Council is collecting the information on this form so that it may consider your application in accordance with the Food Act 1984. The information is only used by Council for this purpose and will not be disclosed unless required under law.

Questions marked with an asterisk (\*) are mandatory and must be completed.

## PROPRIETOR\*

Name\*: \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_

ABN\* \_\_\_\_\_ ACN: \_\_\_\_\_

Postal address\*: \_\_\_\_\_

Suburb / Town \* \_\_\_\_\_ State \* \_\_\_\_\_ Postcode \* \_\_\_\_\_

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

Business phone\* \_\_\_\_\_ Home phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \* \_\_\_\_\_

Contact person at premises (if different from proprietor) \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_ Email \_\_\_\_\_

### Note:

Trusts are not able to be registered. A trustee (individual or company) can be nominated who will be legally responsible for the registration.

## PREMISES DETAILS

Trading name of premises \* \_\_\_\_\_

Street address \_\_\_\_\_

Suburb / Town \* \_\_\_\_\_ State \* \_\_\_\_\_ Postcode \* \_\_\_\_\_

Type of premises and description of food sold.\*

### (not mandatory)

Water Supply: ☐ Mains ☐ Private

Selling Tobacco products: ☐ Yes ☐ No

Selling or Serving Alcohol Products: ☐ Yes ☐ No

Community Group/Not-for-profit Organisation? ☐ Yes ☐ No

Are you servicing aged care facilities, hospitals or meals-on-wheels? ☐ Yes ☐ No

Please note that it is not a statutory requirement under the Food Act 1984 to submit floor plans as part of your application. Warrnambool City Council however strongly recommends that floor plans be submitted for review to ensure that the proposed layout and works comply with the requirements of the Food Standards Code.

Floor plans should be as detailed as possible showing the location of equipment and a schedule of finishes.

**Council requires at least 10 working days prior to opening date to process applications.**

Proposed opening date\*: \_\_\_\_\_

## PAYMENT DETAILS

Please refer to the Environmental Health Department fees and charges table for: **Pre-registration fee + annual registration fee**  
Payment will be required after your application has been processed and the correct food premises classification has been determined.

**Please Note:** A 'Food Premises Application' form and payment of fees must be submitted to Council prior to the completion of any pre-registration inspections.

A food business must not operate prior to receiving approval (ie. Certificate of Registration) from Council. Operating an unregistered food premises carries a maximum penalty of 120 penalty units.

It is an offence to operate a food business without registration in accordance with the Food Act 1984.

## LODGEMENT

**Environmental Health Warrnambool City Council PO Box 198 Warrnambool VIC 3280**

**Telephone** (03) 5559 4800

**Email:** [contact@warrnambool.vic.gov.au](mailto:contact@warrnambool.vic.gov.au)

**Website:** [www.warrnambool.vic.gov.au](http://www.warrnambool.vic.gov.au)

## DECLARATION

I understand and acknowledge that:

- The information provided in this application 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 am over 18 years at the time of completing this application

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

## CHANGE OF OWNERSHIP OF EXISTING FOOD PREMISES

**If you have purchased an existing food business, please complete this section.**

A registration under the Food Act 1984 is no longer able to be transferred between owners.

Will the business continue to operate as is? \_\_\_\_\_

Are any structural changes proposed? \_\_\_\_\_

## PRE REGISTRATION INSPECTION

Whilst the existing registration is in effect, consent must be given by the existing proprietors before the disclosure or publication of documents can be given. Information cannot be released without the consent of the current proprietor in accordance with section 54 of the Food Act 1984.

Failure to obtain consent will delay the pre-registration inspection to be completed until after settlement has occurred.

## CURRENT OWNERS CONSENT & DETAILS

First Name & Surname \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Trading Name: \_\_\_\_\_

Trading Address: \_\_\_\_\_

Current Registration Number \_\_\_\_\_

Contact Number \_\_\_\_\_ E-mail: \_\_\_\_\_

I/We HEREBY CONSENT to the disclosure to the above application of all information or publication of documents relating to the premises which may be revealed or obtained as a result of the inspection, whether the information was obtained by me or otherwise.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_