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## GLEN EIRA CITY COUNCIL

# GUIDELINES FOR STARTING A NEW OR EXISTING FOOD BUSINESS



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[www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)

Contact Council's Public Health team on  
[publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au) for more information.

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# INTRODUCTION

In Victoria, all food businesses that prepare, store and handle food for sale require registration or notification with their local Council under the provisions of the *Food Act 1984*.

All new food businesses including businesses where a change of ownership has occurred must apply and be granted registration by Council before they can begin trading.

The *Australia New Zealand Food Standards Code* set out standards that apply to all food premises and compliance with these standards is a requirement of registration.

This document has been designed to provide guidance on the requirements of the *Food Act 1984* and *Australia New Zealand Food Standards Code* to assist local businesses.

Please refer to the *Food Act 1984* and *Australia New Zealand Food Standards Code* directly to understand your legislative obligations.

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# SETTING UP OR ALTERING A FOOD PREMISES

To ensure that fit out works undertaken at a food premises comply with food safety standards, we encourage you to submit your proposal to Council's Public Health Unit before commencing any works. You will be contacted by an environmental health officer who will assess your proposal in accordance with the *Australia New Zealand Food Standards Code* and provide you with written information on your requirements.

Although this is not mandatory, the Public Health Unit offer this service at no charge.

When submitting a proposal please complete the *Plans submission form* located on page 22 and include the following information so that we can apply the standards based on the nature of the business and proposed food handling operations.

## **BUSINESS ACTIVITIES**

Detail all activities that will occur at the business, including:

- type of food business;
- type(s) of food prepared and stored for sale (include menu if applicable);
- type(s) of food processes and activities to be conducted;
- who the food will be sold to (eg. general public, other food businesses);
- estimated quantity of food prepared and stored for sale;
- method and hours of operation; and
- details of food transportation (if applicable).

Businesses that intend to manufacture foods, or sell food for wholesale should submit the following additional information:

- list of proposed suppliers/distributors;
- method of distribution;
- packaging information; and
- labelling information.

## **FLOOR PLAN**

A detailed floor plan, drawn to scale of not less than 1:100 that includes the internal and external areas of the food premises and clearly shows the type and location of all proposed fittings, fixtures and equipment.

## **SCHEDULE OF FINISHES**

A schedule of finishes detailing the following information:

- description of all finishes to all internal surfaces in the premises (ie. wall covering type, coving details, flooring type; and food contact surface materials); and
- description of how equipment is intended to be installed (ie. on casters, fitted to the floor).

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## OTHER COUNCIL DEPARTMENTS

In the process of setting up or altering a food premises, you may need to consult with other Council departments to obtain approval or permits under relevant legislation. Each department can be contacted on 9524 3333.

### **BUILDING DEPARTMENT**

The Building department can provide further information on:

- Building permits which are required when constructing a building and may be required when renovating or altering an existing building.
- Fire safety and the type and location of fire extinguishers/firefighting equipment and requirements on emergency lighting and emergency exits.

### **TOWN PLANNING DEPARTMENT**

The Town Planning department can provide further information on:

- Signage (apart from a-frame signs on the footpath).
- Businesses wanting to increase seating capacity.
- Obtaining a permit for any proposed building works.
- Obtaining a permit for a proposed use of building/area.
- If you want to sell liquor.

### **CIVIC COMPLIANCE DEPARTMENT**

A permit from Civic Compliance is required to place the following on the footpath:

- a-frame signs or displays;
- tables and chairs;
- barriers or windbreaks; and
- waste skips.

# FOOD SAFETY STANDARDS

The *Australia New Zealand Food Standards Code* applies to all new premises, existing premises, domestic premises used for commercial purposes, food transport vehicles and temporary and mobile premises.

Food businesses vary in size and complexity and what is considered as adequate for a food premises is dependent on the food handling activities, processes and risks to food safety.

There is no prescribed list of specifications for the design of the premises or equipment, fixtures or fittings however, a well-planned premises that follows the food safety standards will be easy to clean, sanitise and maintain and be suitable for the preparation, storage and sale of safe food.

The following information has been summarised from Standard 3.2.3 of the *Australia New Zealand Food Standard Code*.

## DESIGN

Food premises are required to be designed and constructed to:

- Be appropriate for the activities for which the premises are used.
- Provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities.
- Permit the food premises to be effectively cleaned and, if necessary, sanitised.
- Keep out dirt, dust, fumes, smoke and other contaminants.

## WATER SUPPLY

The food premises must always have a constant supply of hot and cold running potable water available, including during times of peak demand. Hot water must be an adequate temperature to effectively clean equipment.

## SEWAGE AND WASTE WATER DISPOSAL

All waste water generated by the business must be drained to the sewer. Waste water from a food premises must never be disposed of into a stormwater drain. In many cases, installation and maintenance of a grease trap may be required. For further information, see page 18 — Trade Waste Agreement.

## STORAGE OF GARBAGE AND RECYCLABLE MATTER

The bins used by the business must be suitable for the volume of garbage and recyclable matter generated daily, prevent pest entry and able to be cleaned easily.

## BIN WASH AREA

It is recommended a bin wash facility is provided outside of the food premises to allow for the cleaning of bins. This area must be paved, graded and drained to the sewer and have access to hot and cold water taps.



Garbage contained within appropriate receptacles.



# FOOD SAFETY STANDARDS

## VENTILATION

Food premises must have adequate ventilation that effectively removes fumes, smoke, steam and other vapours.

The Building Code of Australia requires a mechanical exhaust system that complies with Australian Standards to be provided for all cooking equipment and commercial dishwashers which vent steam causing condensation on walls and ceilings.

Care should be taken when considering the location for the exhaust outlet, so that the amenity of the surrounding area is not impacted with offensive noise or odour. For further information on locating the exhaust outlet, contact Council's Building department on 9524 3333.

## LIGHTING

The lighting system must provide adequate light for the activities conducted on the food premises. Lights in areas where unpackaged food is handled or stored must be fitted with shatterproof covers to prevent potential contamination of food in the event of breakage. Light fittings must also be free from any features that would harbour dirt, dust or insects or make the fitting difficult to clean.

## FLOORS

Floors in the food premises must be appropriate for the area, able to be effectively cleaned, impervious to grease, food particles and water and do not provide harbourage for pests.

Coving installed at the floor-wall junctions and floor-plinth junctions will also help effectively clean floors by providing a continuous surface preventing the build-up of dirt and food matter. Floors that are hosed down for cleaning or are regularly wet should be provided with floor drains that are connected to the sewer. The floor must be appropriately graded so that the water flows to the floor drains and does not pool.

## WALLS AND CEILINGS

Walls and ceilings in the food premises must be appropriate for the area and provided when necessary to protect food. Walls and ceilings must be able to be effectively cleaned, impervious to grease, food particles and water and sealed to prevent dirt, dust and pest entry.



Mechanical exhaust system above cooking appliances.



Fluorescent light with shatterproof cover.



Vinyl sheeting floor with coving.



Stainless steel splashback.

# FOOD SAFETY STANDARDS

## FIXTURES, FITTINGS AND EQUIPMENT

All fixtures, fittings and equipment in the food premises must be fit for use and adequate to produce safe food. They must be designed, located and installed so that they can be easily and effectively cleaned and do not provide harbourage of pests.

Food contact surfaces must be made of material that will not contaminate food, impervious to grease, food particles and water and can be easily and effectively cleaned and sanitised.

## SINKS

The number and size of sinks that a food premises requires depends on several factors that include:

- The type of activities that require a sink (eg. washing fruits or vegetables, washing and sanitising equipment, washing hands, waste water disposal).
- The size of objects to be washed.
- Whether the premises has a dishwasher able to sanitise.
- The scale of the business activities.

## CLEANING AND SANITISING OF EQUIPMENT, EATING AND DRINKING UTENSILS

A double bowl sink must be provided for the cleaning and sanitising of utensils and equipment and of a size that allows the largest equipment to be immersed in water. Adequate space is required adjacent to the sinks to hold equipment for washing and draining.

Alternatively, a commercial dishwasher may be used for cleaning and sanitising in addition to a single bowl sink. Commercial dishwashers must be designed to operate so that the temperature of water used in the rinse cycle reaches a minimum of 80°C. Adequate space adjacent to the sink and dishwasher is required to hold equipment for washing and draining.

## WASHING FOOD

A separate sink is needed where food preparation involves the washing of food, such as raw fruit and vegetables. Adequate space is required adjacent to the sink to hold food for washing and draining.

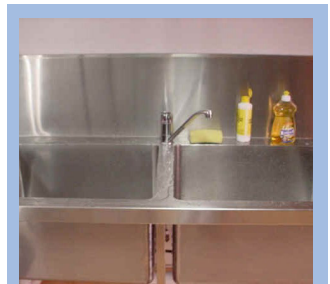
## FLOOR CLEANING

A cleaner's sink is needed for cleaning the equipment used for cleaning the premises such as mops and buckets and disposing of dirty water. Cleaner's sinks should be located outside of the premises or outside of areas where food or equipment is handled and stored.

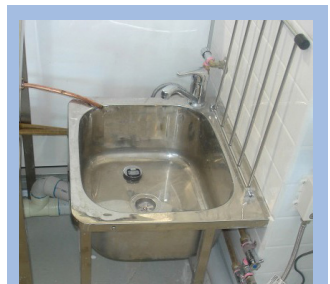
All sinks in the food premises must be connected to an adequate supply of hot and cold water and connected to a drainage system that discharges to sewer.



Equipment on casters.



Double bowl sink.



Cleaners' sink.



# FOOD SAFETY STANDARDS

## PERSONAL WASHING

Designated and appropriate hand washing facilities must be available and accessible for food handlers.

Hand washing basins are required wherever unprotected food or food contact surfaces are handled and located so that they are not obstructed by other equipment, walls or doorways. The location of hand washing facilities should not discourage food handlers from washing hands.

If there are toilet facilities in the premises, a hand washing basin must be located within the toilet cubicle or immediately adjacent.

All hand washing facilities must be:

- Permanent fixtures.
- Connected to a supply of warm running potable water.
- Of a size that allows easy and effective hand washing.
- Clearly designated for the sole purpose of washing hands, arms and face.
- Provided with a supply of liquid hand soap, disposable paper towel and a container for used towel.



Hands-free hand wash basin.

## STORAGE FACILITIES

Storage areas must be available for items that are likely to be a source of food contamination including chemicals, clothing and personal belongings.

Clothing and other personal belongings can carry dirt, hair and bacteria that could contaminate food, surfaces and equipment. The business must provide staff with space such as a cupboard or locker to store their belongings.

Chemicals used for cleaning and pest control are often toxic if they are ingested and have the potential to contaminate food, surfaces and equipment. The business must provide facilities for storing these chemicals and equipment such as a storeroom or cupboard in a separate, secure area.

## FOOD STORAGE

Food storage areas must be large enough to adequately store the volume of food required by the business.

Food must be stored so that it is protected from contamination and where required at a temperature that minimises the growth of food poisoning bacteria.

## TOILETS

To prevent contamination of food, toilets must be located away from where open food is handled, displayed or stored by an intervening ventilated space fitted with self-closing doors. The toilets must always be kept clean and operating correctly.



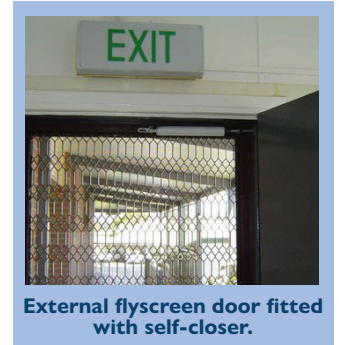
Food stored off the floor on shelving.

# FOOD SAFETY STANDARDS

## PEST CONTROL

If left unchecked, pests can quickly become a serious problem in a food premises. For this reason, the premises should be designed in a way to prevent the entry of pests including rodents, birds, animals and insects.

Windows should be tight fitting and provided with mesh screens. Exterior doors should be solid, tight fitting and self-closing with a pest strip at the base. Where the doors are open for day trade, doorways must be fitted with plastic strip curtains or air curtains that effectively exclude flying insects. Insect control devices must not be located directly over food preparation or storage areas to prevent physical contamination.



External flyscreen door fitted with self-closer.

## FOOD RECALLS

A food recall system includes the procedure and arrangements that a food business has in place to remove unsafe food products that it has manufactured, imported or distributed.

Every food business must be able to remove any food product or ingredient that has been declared unsafe from distribution or sale. A supplier, food manufacturer or Council may notify you that a food is unsafe. If you store that food, you are required to remove it from sale and dispose of it as advised.

The *Food Industry Recall Protocol* provides information about recalling food and developing a recall plan, including useful templates for food businesses. You can obtain this *Protocol* from Food Standards Australia New Zealand at [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## FOOD LABELLING REQUIREMENTS

Food labels provide a range of information to help consumers make food choices. Food labels also help to protect public health.

All packaged food for retail sale must be labelled in accordance with the *Australia New Zealand Food Standards Code* with some exceptions.

Where a packaged food is exempt from the general labelling requirements information may still need to be displayed in connection with the food or provided to the purchaser on request.

Some of the food labelling requirements include:

- Food identification
- Ingredient list
- Food additives
- Percentage labelling
- Directions for use and storage
- Nutrition information panel
- Date marking
- Legibility requirements
- Weight
- Country of origin

There are also new requirements for allergen information to be declared in a specific format and location on food labels and using simple, plain English terms in bold font.

For further information on food labelling requirements visit [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

# SMOKE FREE DINING

Under Victoria's *Tobacco Act 1987*, smoking is prohibited in all enclosed workplaces as well as outdoor areas at hospitality and other venues used for eating food. This includes footpath dining areas, courtyards and beer gardens during times food is being eaten or is available to be eaten.

To complement smoke-free outdoor dining, smoking is banned in an outdoor drinking area if any part of that area is within 4 metres of an outdoor dining area, unless separated by a wall of at least 2.1 metres high. This law applies to the same venue as well as to neighbouring venues.

For further information visit the Tobacco reforms website at <https://www2.health.vic.gov.au/public-health/tobacco-reform>





# FOOD ACT REQUIREMENTS





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# FOOD ACT REQUIREMENTS

## FOOD SAFETY RISK CLASSIFICATIONS

All businesses, organisations, individuals and community groups selling food or drink must be classified according to the highest level of risk posed by their food handling activities.

Regardless of the type of business or group you are, you must follow the *Food Act 1984* requirements for your classification.

There are five classes of food premises; Class 1, Class 2, Class 3A, Class 3 and Class 4.

The two tables below outline each classification and the associated legislative requirements.



# FOOD ACT REQUIREMENTS

**TABLE ONE: FOOD SAFETY RISK CLASSIFICATIONS**

	CLASS 1	CLASS 2	CLASS 3A	CLASS 3	CLASS 4
DESCRIPTION	Food premises that handle potentially hazardous food that is served to vulnerable groups.	A food premises where potentially hazardous food is handled or manufactured or where low-risk food is manufactured, and any allergen-free claim is made.	A food premises where potentially hazardous food is provided to guests at an accommodation getaway or where food is made at a home-based or temporary premises using a hot-fill process, heated to at least 85 degrees Celsius and is acidic and has salt or sugar or other preservatives added.	A food premises that handles unpackaged low risk food or the sale of pre-packaged potentially hazardous food or a premises making sweet or savoury food which are safe to be kept out of temperature control for more than 24 hours.	A food premises whose food handling activities pose low risk to public health.
EXAMPLE PREMISES	Hospitals, childcare centres, aged care facilities.	Cafes, restaurants, takeaway outlets.	Bed and breakfasts, motels, farm-stays, or home-based businesses making food such as chutney, relish, and salsa.	Convenience stores, home-based businesses making cakes and biscuits.	Businesses that only undertake the following: <ul style="list-style-type: none"> <li>• Selling pre-packaged low risk food.</li> <li>• The sale to the public or the wholesale of whole (uncut) fruit or vegetables.</li> <li>• The handling of low-risk drinks.</li> <li>• The handling and serving of low-risk food or cut fruit or vegetables at a children's service.</li> <li>• The handling and serving of food at a family day care service.</li> </ul>

# FOOD ACT REQUIREMENTS

**TABLE TWO: FOOD SAFETY LEGISLATIVE REQUIREMENTS**

	CLASS 1	CLASS 2	CLASS 3A	CLASS 3	CLASS 4
REGISTRATION REQUIREMENTS	Must have <i>Food Act 1984</i> registration with local council.	Must have <i>Food Act 1984</i> registration with local council.	Must have <i>Food Act 1984</i> registration with local council.	Must have <i>Food Act 1984</i> registration with local council.	Do not require <i>Food Act 1984</i> registration with local council, however requirement to notify council of their business operations.
FOOD SAFETY PROGRAM REQUIREMENTS	Must operate with an independent food safety program which is tailored specifically for the food business.	Exempt from having a food safety program unless undertaking one or more of the specified high-risk activities in <i>Table three</i> .	Exempt from minimum record requirements.	Exempt from minimum record requirements except for warehouses and distribution centres who must keep a supplier's record.	Exempt from food safety program requirements.
FOOD SAFETY SUPERVISOR REQUIREMENTS	Must have a food safety supervisor with the required minimum competencies.	Must have a food safety supervisor with the required minimum competencies.	Must have a food safety supervisor with the required minimum competencies.	Do not require a food safety supervisor.	Do not require a food safety supervisor.
INSPECTION REQUIREMENTS	Must be inspected by the council at least once per year and must have an audit by a Department of Health approved auditor.	Must be inspected by the council at least once per year. If the business is using an independent food safety program, the business must have an audit by a Department of Health approved auditor.	Must be inspected by the council at least once per year.	Must be inspected by the council at least once per year.	Council may inspect or in follow up to complaints.

# FOOD ACT REQUIREMENTS

## FOOD SAFETY PROGRAMS

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 for helping businesses that handle, process, or sell potentially hazardous food maintain safe food handling practices and protect public health.

When you apply to register your food business, or notify Council about your food activities, Council will determine your classification based on the risk of your food handling activities. You will only need a food safety program if you are a Class 1 food premises and, in some cases, Class 2 premises.

**Class 1** food premises must have an independent food safety program that is tailored to consider the food handling activities at the business. An annual audit from a Victorian Department of Health approved auditor is required to determine adequacy and compliance.

**Class 2 manufacturers** must have an independent food safety program that is tailored to consider the food handling activities at the business. An annual audit from a Victorian Department of Health approved auditor is required to determine adequacy and compliance.

**Class 2 food services and retail food premises** are exempt from the requirement to have a food safety program except if one or more of the high-risk food handling activities listed in *Table three* is undertaken at the food premises. In this case the business is required to have a suitable food safety program such as:

- the department developed and approved Food Safety Program template — *FoodSmart*; or
- a non-standard Food Safety Program that is developed specifically for the business.

*FoodSmart* is an online food safety program template also designed for Class 2 food service and food retail businesses.

To create a *FoodSmart* food safety program visit [www.foodsmart.vic.gov.au](http://www.foodsmart.vic.gov.au)

Class 2 food businesses with a non-standard Food Safety Program must have the program audited by a Victorian Department of Health approved auditor each year.

**Class 3A** food premises do not require a food safety program. These premises are also exempt from the requirement to keep minimum records.

**Class 3** food premises do not require a food safety program. These premises are also exempt from the requirement to keep minimum records except:

- Warehouses and distribution centres, where the food is transported from a central location to food outlet premises independently owned, that sell direct to the public.

In this case, warehouses and distribution centres are required to keep a food suppliers record.

**Class 4** food premises are not required to have a food safety program or complete minimum records.

For further information regarding food safety programs, contact the Victorian Department of Health Food Safety Unit on 1300 364 352 or email [foodsafety@health.vic.gov.au](mailto:foodsafety@health.vic.gov.au)

# FOOD ACT REQUIREMENTS

**TABLE THREE: HIGH-RISK FOOD HANDLING ACTIVITIES**

HIGH-RISK ACTIVITY	MEANING	FSP REQUIREMENTS
Sous vide cooking, where the food is cooked under controlled temperature and time conditions inside vacuumed sealed packages in water baths or steam ovens.	As described within <i>Australia and New Zealand Food Standards Code, chapter 3, appendix 3</i> .	Can use the department developed and approved FSP template – <i>FoodSmart</i> or the business can develop their own non-standard FSP that is audited by a department approved food safety auditor.
Any potentially hazardous food that does not involve temperature control to minimise the growth of pathogenic or toxigenic organisms as described in <i>Australia and New Zealand Food Standards Code, Standard 3.2.2</i> .	Food including sushi, cured meats, aged beef, smoked foods, Chinese style roasted meats.	Can use the department developed and approved FSP template — <i>FoodSmart</i> if the food handling activity is listed. If the food handling activity is not listed in <i>FoodSmart</i> the business must develop their own non-standard FSP that is audited by a department approved food safety auditor.
Preparation of acidified/fermented foods or drinks that are ready to eat and have a high level of acidity required to keep food safe.	Foods including sauerkraut, kombucha, century eggs.	Can use the department developed and approved FSP template — <i>FoodSmart</i> if the food handling activity is listed. If the food handling activity is not listed in <i>FoodSmart</i> the business must develop their own non-standard FSP that is audited by a department approved food safety auditor.
Preparation of ready to eat foods containing raw unshelled eggs (unpasteurised).	Meals or desserts that contain raw eggs, that is, the eggs are consumed raw and have not gone through a heat treatment. Foods including mayonnaise, tiramisu, mousse. This does not include eggs that have gone through a pasteurisation process or the handling of shelled eggs, which is a class 3 activity.	Can use the department developed and approved FSP template — <i>FoodSmart</i> or the business can develop their own non-standard FSP that is audited by a department approved food safety auditor.
Preparation of ready to eat raw or rare minced/finely chopped red meats.	These foods all contain minced or finely chopped red meats that are either raw or rare and not cooked. Foods including steak tartare, rare/raw hamburgers. This does not include carpaccio (finely sliced meat) or steaks that have been cooked to the customer's requirements, as most bacteria is on the surface of the meat.	There is no department developed and approved FSP template for this activity. A business undertaking this process will require a non-standard FSP that is audited by a department approved food safety auditor.
Preparation of ready to eat raw and rare poultry and game meats.	The preparation of ready to eat raw and rare poultry and game meat, regardless of it being a muscle or mincemeat, where it is served raw or partially cooked. Poultry meat includes chicken, duck, goose. Game meats include kangaroo, wild boar, emu, crocodile that are not raised on a farm. For further information concerning game meat please refer to the <i>Game Harvester Guideline</i> Amended January 2021.	There is no department developed and approved FSP template for this activity. A business undertaking this process will require a non-standard FSP that is audited by a department approved food safety auditor.

# FOOD ACT REQUIREMENTS

**TABLE THREE: HIGH-RISK FOOD HANDLING ACTIVITIES (CONTINUED)**

HIGH-RISK ACTIVITY	MEANING	FSP REQUIREMENTS
Off-site catering where ready to eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event.	An arrangement between the caterer and a person who is paying for the business to provide food to persons who attend a function, whether or not the food is partially prepared at the function (but does not include merely delivering the food.)	Can use the department developed and approved FSP template — <i>FoodSmart</i> or the business can develop their own non-standard FSP that is audited by a department approved food safety auditor.
Any other complex food process activity such as: <ul style="list-style-type: none"> <li>• Pasteurisation/thermal processing, where food is heated to a certain temperature for a specified time, to eliminate pathogenic organisms.</li> <li>• Packaging food where the oxygen has been removed and/or replaced with other gases for food safety or to increase shelf life of the food.</li> <li>• Any food processing activity which does not involve the use of temperature control, to minimise the growth of pathogenic or toxigenic organisms in food, as described in <i>Australia and New Zealand Food Standards Code, Standard 3.2.2.</i></li> </ul>	Examples of complex food processes includes dehydration where temperature control is not used to minimise the growth of pathogenic or toxigenic organisms in food, as described in <i>Australia and New Zealand Food Standards Code, Standard 3.2.2.</i>	There is no department developed and approved FSP template for this activity. A business undertaking this process will require a non-standard FSP that is audited by a department approved food safety auditor.



# FOOD ACT REQUIREMENTS

## FOOD SAFETY SUPERVISORS

All Class 1, Class 2, and Class 3A premises must have a food safety supervisor. The exceptions are:

- food events of one to two days duration run by Class 2 or Class 3A community groups where staff handling food are mostly volunteers; and
- Class 3 and Class 4 food premises. However, all staff members must have the skills and knowledge they need to safely handle food in their work roles.

A food safety supervisor is someone who must:

- Have the ability and authority to be able to supervise other people handling food in the business and ensure that it is done safely.
- Know how to identify, prevent, and alleviate food-handling hazards.
- Take reasonable steps to ensure that the food business is free from food-related hazards.
- Have completed accredited food safety training for the food sector that they are currently working in.

For further information regarding food safety supervisors, visit the Victorian Department of Health website at <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-safety-supervisors> or contact the Food Safety Unit on 1300 364 352.

To obtain a full list of registered training organisations visit <http://training.gov.au>

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# TRADE WASTE AGREEMENT

Many food businesses may be required to install a grease trap and have it maintained on a regular basis. South East Water is the responsible agency to determine whether you require a grease trap.

Contact South East Water on 13 16 94 to discuss your responsibilities regarding trade waste and to obtain a trade waste agreement/exemption. If your business requires a grease trap, this should be installed outside of the food premises to ensure that food does not become contaminated when the grease trap is emptied.

You are required to provide Council with confirmation that you have entered into a Trade Waste Agreement with South East Water, or that you have been given an exemption for your food business.



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# APPLYING FOR FOOD ACT REGISTRATION

## APPROVAL OF PLANS SUBMISSION

When you submit plans to the Public Health Unit an environmental health officer will assess your submission and advise you in writing of your approval or if any additional items are required. Once approved, you can commence the fit-out process.

At the completion of all works, a final inspection is required to be completed by the environmental health officer to verify these works. Should this inspection be successful, you will be provided with an Application for *Food Act 1984* registration and required to pay a registration fee to Council.

To make a submission, please complete the *Plans Submission Form* located on page 22 and return the form to Council.

## APPLICATION FOR REGISTRATION

Alternatively if you choose not to have prior plans approval, or you have taken ownership of an existing food premises, please contact Council's Public Health Unit on 9524 3405 or email [publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au) to speak with an environmental health officer. They will guide you through the process to submit your *Application for Food Act 1984 Registration*.

## REGISTRATION OF YOUR FOOD BUSINESS

When Council has granted your premises *Food Act 1984* registration, you will be issued with a Certificate of registration. The registration period is from 1 January to 31 December of each year.

Once you have received your Certificate of registration, you can commence trading. This certificate must always remain at the premises.

**Please note:** you cannot commence trade until you have received your *Certificate of Registration*.

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# NOTIFICATION OF A FOOD PREMISES EXEMPT FROM REGISTRATION

You do not require Food Act registration if you are classified as a Class 4 premises. However, you must notify Council of your business. If you undertake any of the following activities only as your business operations, please contact Council's Public Health Unit on 9524 3405 or email [publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au) to obtain a Notification of a Class 4 premises.

An environmental health officer will contact you to discuss your requirements and may request to complete an inspection of your food premises.

Class 4 food premises are those at which the only food handling activities are one or more of the following:

- (a) the sale to members of the public of:
  - (i) pre-packaged low risk food;
  - (ii) sausages that are cooked and served immediately, with or without onions cooked at the same time, and bread and sauce — when cooked and sold at a temporary food premises or by a non-profit body;
  - (iii) packaged or covered cakes (other than cakes with a cream filling) at a temporary premises by a community group; or
  - (iv) biscuits, tea, or coffee (with or without milk, soy, almond, or any other liquid) at a temporary premises by a community group.
- (b) a wine tasting for members of the public, which may include the serving of cheese or low risk food that has been prepared and is ready to eat
- (c) the sale to members of the public or the wholesale of whole (uncut) fruit or vegetables
- (d) the handling of low-risk food or cut fruit or vegetables and the serving of that food to children at an education and care service premises within the meaning of the *Education and Care Services National Law Act 2010 (Victoria)*, and children's services within the meaning of the *Children's Services Act 1996*
- (e) offering members of the public a free sample of a low-risk food for immediate consumption if that food is, or will be, available for sale at the premises in a packaged form
- (f) serving of coffee, tea (with or without milk, soy, almond, or any other liquid), alcohol (including the addition of sliced fruit, pasteurised dairy products), water, soft drink (except fermented soft drinks containing a live culture) intended for immediate consumption, but does not include unpasteurised processed fruit or vegetables (eg. fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg
- (g) the handling and serving of food at a family day care service premises, residence, and approved family day care venue within the meaning of the *Education and Care Services National Law Act 2010 (Victoria)*.



GLEN EIRA  
CITY COUNCIL

# STARTING A NEW OR EXISTING FOOD BUSINESS PLANS SUBMISSION FORM

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

Mailing address: \_\_\_\_\_

Business phone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email address: \_\_\_\_\_

## PROPOSED FOOD BUSINESS DETAILS

Trading name: \_\_\_\_\_

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

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

## BUSINESS PROPOSAL (TYPE OF FOOD BUSINESS — PLEASE TICK)

- |   |  |
|---|--|
| <input type="checkbox"/> Aged care facility | <input type="checkbox"/> Greengrocer                   |
| <input type="checkbox"/> Bakery             | <input type="checkbox"/> Hospital                      |
| <input type="checkbox"/> Bar/pub            | <input type="checkbox"/> Manufacturer                  |
| <input type="checkbox"/> Café/restaurant    | <input type="checkbox"/> Reception centre              |
| <input type="checkbox"/> Canteen            | <input type="checkbox"/> Supermarket                   |
| <input type="checkbox"/> Catering           | <input type="checkbox"/> Take away foods/fast foods    |
| <input type="checkbox"/> Convenience store  | <input type="checkbox"/> Warehouse                     |
| <input type="checkbox"/> Childcare facility | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Delicatessen       |  |

<b>Type(s) of food prepared and stored for sale (please list):</b>
<b>Types of food processes and activities to be conducted:</b>
<b>Who will the food be sold to? (eg. general public and/or other food businesses):</b>
<b>Quantity of food prepared and stored for sale:</b>

# STARTING A NEW OR EXISTING FOOD BUSINESS PLANS SUBMISSION FORM

<b>Method and hours of operation:</b>
<b>Details of food transportation (if applicable):</b>
<b>The following additional information is needed for Manufacturers List your proposed suppliers/distributers:</b>
<b>Detail the method of distribution:</b>
<b>Detail how food will be packaged and include a copy of your packaged food labels:</b>
<b>Other information (if required):</b>

## CLASSIFICATION CHECKLIST

The following checklist will assist you in determining the classification of your food business.

**Please note:** this checklist is a guide only and further information may be required to adequately determine the classification of your food business.

<b>1. Is the food being handled or served to vulnerable people within a hospital, aged care, childcare setting or by home delivery services that provide meals to people who are unable to prepare meals for themselves, such as Meals-on-Wheels?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 2. If YES, is the food handled or served include only cut fruit and/or vegetables or low-risk products?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 3</b> or a <b>Class 4</b> . If NO, you are classified as a <b>Class 1</b> .		
<b>2. Is the food being handled a potentially hazardous food that is served to guests for immediate consumption at an accommodation getaway premises?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 3. If YES, is this the only food handling activity at your premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 3A</b> . If NO, proceed to question 3.		



# STARTING A NEW OR EXISTING FOOD BUSINESS PLANS SUBMISSION FORM

<b>3. Are you a home-based or temporary food premises that is making hot-fill chutney type products that has been heat treated to no less than 85°C, has a pH of less than 4.6 and has salt or sugar or other preservative added?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 4. If YES, is this the only food handling activity at your premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 3A</b> . If NO, proceed to question 4.		
<b>4. Are you a wholesaler/importer/distributor of pre-packaged food only?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 5. If YES, you are classified as <b>Class 3</b> .		
<b>5. Do you only sell fruit, vegetables and/or pre-packaged food?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 6. If YES, do you prepare fruit salad, fruit juice or salads?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 2</b> . If NO, do you cut/slice fruits and/or vegetables?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, does any pre-packaged food require refrigeration?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 3</b> . If NO, you are classified as a <b>Class 4</b> .		
<b>6. Do you serve coffee, tea (with or without milk), alcohol, water, soft drink and/or low risk pre-packaged food only?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 7. If YES, you are classified as <b>Class 4</b> .		
<b>7. Do your food handling activities include one or more of the following?</b> <ul style="list-style-type: none"> <li>• <b>The handling of unpackaged low-risk food</b></li> <li>• <b>The sale of pre-packaged potentially hazardous food</b></li> <li>• <b>Making baked or unbaked sweet and/or savoury food which do not require temperature control for food safety for a minimum period of 24 hours</b></li> </ul>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 8. If YES, is this the only food handling activity at your premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 3</b> . If NO, proceed to question 8.		
<b>8. Do you prepare, handle, or manufacture unpackaged potentially hazardous food?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, proceed to question 9. If YES, you are classified as <b>Class 2</b> .		
<b>9. Do you manufacture low-risk food, and any allergen-free claim is made?</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If NO, please contact Council's Public Health Unit to speak with an environmental health officer to confirm your classification. If YES, are you a home-based premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, you are classified as a <b>Class 3</b> . If NO, you are classified as a <b>Class 2</b> .		



GLEN EIRA  
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# STARTING A NEW OR EXISTING FOOD BUSINESS PLANS SUBMISSION FORM

**Please attach a Schedule of finishes**

A schedule of finishes is required to be submitted detailing the following information:

- description of all finishes to all internal surfaces in the business (ie. wall covering type, coving details, flooring type; and food contact surface materials); and
- description of how equipment is intended to be installed (ie. on castors, fitted to the floor).

**Please attach Floor plans**

A detailed floor plan, drawn to scale of not less than 1:100 that includes the internal and external areas of the food premises and clearly shows the type and location of all proposed fittings, fixtures and equipment.

Submission date: \_\_\_\_\_

**Please return this form and  
attached documents to:**

Glen Eira City Council  
PO Box 42  
Caulfield South 3162

Or email  
[publichealth@gleneira.vic.gov.au](mailto:publichealth@gleneira.vic.gov.au)



GLEN EIRA  
CITY COUNCIL

## Glen Eira City Council

Corner Glen Eira and Hawthorn Roads, Caulfield

Mail address: PO Box 42

Caulfield South, 3162

Phone: (03) 9524 3333

Fax: (03) 9523 0339

[mail@gleneira.vic.gov.au](mailto:mail@gleneira.vic.gov.au)

[www.gleneira.vic.gov.au](http://www.gleneira.vic.gov.au)

### National Relay Service

If you are deaf, hearing-impaired, or speech-impaired, we ask that you call us via the National Relay Service and then ask for (03) 9524 3333.

Online: <https://internet-relay.nrscall.gov.au>

Teletypewriter (TTY): 13 36 77

Speak and Listen: 1300 555 727

### Social media

#### Glen Eira City Council:

[www.facebook.com/GlenEiraCityCouncil](http://www.facebook.com/GlenEiraCityCouncil)

#### @cityofgleneira:

[www.instagram.com/cityofgleneira](http://www.instagram.com/cityofgleneira)

#### Glen Eira arts, gallery and events:

[www.facebook.com/gleneiraarts](http://www.facebook.com/gleneiraarts)

#### Glen Eira Leisure:

[www.facebook.com/GESAConline](http://www.facebook.com/GESAConline)

<https://www.instagram.com/gleneiraleisure>

[www.twitter.com/GESAConline](http://www.twitter.com/GESAConline)

#### Glen Eira Libraries and Learning Centres:

[www.facebook.com/GlenEiraLibraries](http://www.facebook.com/GlenEiraLibraries)

<https://www.instagram.com/gleneiralibraries>

#### Glen Eira Youth Services:

[www.facebook.com/GlenEiraYouthServices](http://www.facebook.com/GlenEiraYouthServices)

[www.instagram.com/gleneirayouthservices](http://www.instagram.com/gleneirayouthservices)

#### Glen Eira sustainable living:

[www.facebook.com/sustainablelivinggleneira](http://www.facebook.com/sustainablelivinggleneira)