When to use this form

This form is to be used by a community group to apply for state-wide registration of one or more temporary food premises (such as a stall, tent or other covered shelter). This registration will allow you to operate the temporary premises anywhere in Victoria for the period covered by the registration. Usually this will be for 12 months.

Registration is required under the Food Act 1984 (the Act) if:

- the community group will be selling food, or handling food for sale, from the temporary food premises; and
- these food handling activities are class 2 or class 3.

This registration will also allow these same premises to be used at any time for class 4 activities such as “simple sausage sizzles” and most cake stalls.

However, if only class 4 food handling activities are conducted at a stall or other temporary premises, do not use this form. Registration is not required. You only need to complete a once off notification form.

If you are unsure, read the description of class 4 activities in the “Food handled at class 4 temporary food premises” box in Attachment 1 at the end of this form, or contact your council.

If you have more than one temporary food premises, and some are only ever used for class 4 activities, whilst others are class 2 or class 3 because a wider range of activities are sometimes conducted, you may use this form for all of these premises. Follow the instructions.

Who should use this form?

Only use this form if both of the following apply:

- most of the people handling the food at each of the premises listed in this application are volunteers; AND
- the community group selling the food is either:
  - a not for profit body. (This is an incorporated body or association that is not carried on for the purpose of profit or gain to its individual members and is, by the terms of the constitution of the body or association, prohibited from making any distribution, whether in money, property or otherwise, to its members); or
  - a group or an individual that is selling food solely for the purpose of raising funds for charity.

If either of the above do not apply, contact council to see which form you should complete.

Which council should your community group apply to?

Under a state-wide registration system, one council in Victoria must be primarily responsible for approving your operations. This is the “principal council”. You must lodge this form with that council. This is the council for the following Victorian district:

- the district in which your community group has premises where it routinely prepares or stores food that is to be sold from the temporary food premises; or
- if your group does not have such a place – the district in which it routinely stores the equipment for the temporary food premises; or
- if neither of the above apply – the district in which your community group’s contact address is located.

It is recommended that you contact council before completing this form if you have any queries. This will ensure that you –

- know whether your premises needs to be registered (if class 2 or class 3) or only notified (if class 4); &
- know 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 temporary premises listed in this application in the principal council’s district can also be completed within 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 temporary premises are to operate, at least 5 days before commencing operations in those councils’ districts. Your principal council can provide you with that SOT form.
How to change over to state-wide registration

1. Start up information is required for a state-wide approach

As registration is now 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 application form under the new 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.

In future, 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 any class 4 premises, please note that this does not need to be renewed annually. However, if in the future there are any 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.

2. Will a 12 month registration suit your organisation?

If you have sold food in the past, you may have operated in a number of council districts, and had to apply for approval from each council separately.

You may have been granted a permit or short term registration that only applied for a particular event or for a short duration. Or you may have been registered to operate for 12 months.

If after considering this application, your principal council registers your premises, this registration will apply on a state-wide basis - and allow you to operate across the State, including in all council districts.

Registrations are general - not limited to a nominated event.

Registration will apply for a 12 month period - unless you choose to apply for a shorter period.

The advantage of a 12 month registration is that your organisation will be able to operate the registered temporary premises anywhere in the State for this period, without needing to re-apply for approval within that period to any council. Registration can be renewed annually.

If you would like the option of operating -
- in more than one council district in the course of the year; OR
- on a number of occasions during the year in the same council district –

an annual registration may be more suitable as it will give you flexibility about when you can operate, and reduce the number of times in which you will need to apply for permission to operate.

If this is not relevant to you, discuss with your principal council whether a shorter period of registration will meet your needs. This may be the case if you are certain you will only need to operate once in the next 12 months in the one council district (eg an annual school fete).

A council may have its own policies about -
- concessions or waivers of fees for community groups;
- in other cases:
  - fees for 12 month registration; or (at your request) a short term registration;
  - a reduced fee for 12 month registration for organisations that only operate occasionally over the course of a year.

Refer to the box “payment details” for the fees system operated by the principal council using this form.

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

August 2011
Food Act 1984 (Vic)
Application to register temporary food premises – community group
(with optional class 4 notification)

### Community group / fundraiser details

**Is your community group:** a not for profit body OR a group / individual / other body that undertakes the food handling activities in this application solely for the purpose of raising funds for charity?

- [ ] Yes
- [ ] No

If ‘yes’, tick which one:

- [ ] not for profit body
- [ ] group / individual / other body raising funds for charity (insert name of charity below): 

Are most of the people handling the food at each of the premises listed in this application volunteers?

- [ ] Yes
- [ ] No

You can only use this form for those premises for which you have answered “yes” to both of the above questions. If you answered ‘no’ to one or both of the above questions, contact your council to see which form you should complete.

### If you are a not for profit body or a group/other body raising funds for charity:

<table>
<thead>
<tr>
<th>Name of body or group selling food (proprietor)</th>
<th>ABN if known (optional)</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

If body or group is a company/incorporated body

<table>
<thead>
<tr>
<th>Company/Association name</th>
<th>Authority to complete form on behalf of company / group eg director of company / member of committee of management</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>ACN (if a company)</th>
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<tr>
<td></td>
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</tbody>
</table>

### If you are an individual raising funds for charity:

<table>
<thead>
<tr>
<th>Title</th>
<th>Surname</th>
<th>Given name(s)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ABN if known (optional)</th>
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</table>

### All categories to complete:

<table>
<thead>
<tr>
<th>Street address</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Suburb/town</th>
<th>State</th>
<th>Postcode</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal address (if different)</th>
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<tr>
<td></td>
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</tbody>
</table>
Please provide at least one phone number and include the area code.

<table>
<thead>
<tr>
<th>Community group phone</th>
<th>Home phone</th>
<th>Community group fax</th>
<th>Mobile</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Community group email

Is there another person who is to be contacted about the community group’s food handling activities if you are not available? If yes, please specify below.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role (eg manager, director, stall operator)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact phone</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Principal premises details

You must lodge your application with the correct council. To find out which council this is, please answer the following questions.

**Victorian community groups go to Q1. Interstate community groups go to Q4.**

1. Does the community group have a permanent address (such as kiosk or club rooms) that is already registered or notified with a council in Victoria under the Food Act?
   - Yes
   - No
   
   If no, go to 2.

   If yes, (a) specify with which council:

   If you know the registration number, insert it here:

   (b) does the community group intend to routinely prepare or store food that will be sold at the temporary 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 other temporary food premises (such as your stall) 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 community group’s food business activities will be based at the main place where equipment used at your stall or other temporary premises is usually stored. (For example at a kiosk or clubrooms.)

   Specify this address at 3.

   If you do not have such a place, you will need to nominate the group’s usual contact address at 3.

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 community groups only: go to questions 1, 2 or 3 above if:

- you have a permanent place in victoria at which your group routinely prepares or the stores food that is sold at the temporary premises (question 1); or
- you usually store equipment in victoria (question 2); or
- the group’s contact address is in victoria (question 3).

if you have such a place but it is outside victoria, specify the council district in which the group’s temporary premises that are listed on this form will first operate in victoria:

[blank]

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:

[blank]

you must register with the victorian council for this district.

## temporary food premises details

list the temporary food premises for which you are applying for registration (such as an uncovered stall or a covered portable shelter such as a marquee or tent that can be dismantled, or the occasional use of a hall or other place such as at an event).

if you have one stall, list it only once. this stall can operate on a number of separate occasions or continuously. if you have two or more stalls that will operate in these ways, list them separately. each one will be classified according to the highest risk activity.

for example, if you have one stall and sometimes you sell unpackaged high risk food, this same stall can also be used at the same time, or other times, for lower risk activities such as selling packaged cakes or serving tea and coffee. the stall will be classified based on the highest risk activity, which is selling unpackaged high risk food.

**do not list any temporary food premises that will only ever be used for class 4 food handling activities. these premises 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 temporary premises” box in attachment 1.**

if you register a class 2 premises or a class 3 premises, these same premises can also undertake class 4 food handling activities without needing to be separately notified at the end of this form.

<table>
<thead>
<tr>
<th>give each stall or other temporary premises a number. this will be the “premises number”.</th>
<th>type of temporary food premises</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>eg whether it is an uncovered set up such as a stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place</td>
</tr>
<tr>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
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<td>8</td>
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<tr>
<td>9</td>
<td></td>
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<tr>
<td>10</td>
<td></td>
</tr>
</tbody>
</table>

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

does the community group operate all the temporary food premises listed above only for 1 or 2 days at any one time? (this can be on numerous occasions, provided each event/period is only for 1 or 2 days.)

- [ ] yes
- [ ] no

if no, refer to information in the **food safety supervisor** box on page 11 of this form.

have any of these temporary food premises been registered under the food act with another council in 2010 or 2011?

- [ ] yes
- [ ] no

if yes, insert the name of the council here:
Food handled at the temporary food premises to be registered

Please answer the following questions describing the type of food being sold and handled at each stall or other temporary food premises listed on page 3 to be registered, by:
- ticking the box in column 1 to indicate 'yes' or ticking specific boxes to show the relevant food types; then
- where you have ticked or indicated 'yes', answering any additional questions in column 1 and ticking the relevant boxes in column 2; and then
- if you are applying to operate more than one stall, indicate the matching premises in column 3. If you only have one stall that will operate over the course of the registration period, column 3 does not need to be completed.

This will determine the classification of each temporary food premises as either class 2 or 3 (see column 4). Some of the other questions will also help the council assess your proposed operations.

If you have one stall, and different activities are likely to be undertaken over the 12 month/registration period, specify all of those activities.

If you are applying to register more than one stall, and different activities are likely to be undertaken at each one over the 12 month/registration period, specify those activities for each stall.

**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 raw or cooked meats, or foods that contain meats 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, cakes with fresh cream fillings, seafood, 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, and foods such as sandwiches and rolls.

"Low risk food" means food that is less likely to contain bacteria that will cause food poisoning. For example grains, cereals, popcorn, doughnuts, frozen ice cream (manufactured from pasteurised or heat treated milk), soft drink/alcohol, jams, dried fruits, milk (pasteurised or heat treated), soy milk (pasteurised or heat treated), and cut fruit or vegetables (which are not subject to any further processing).

"On site" means at the temporary food premises; "off site" means somewhere other than at the temporary food premises.

<table>
<thead>
<tr>
<th>1 Type of food?</th>
<th>2 How is food handled?</th>
<th>3 At which temporary food premises?</th>
<th>4 Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are fruit salad, fruit juice or salads sold on site?</td>
<td>□ Prepackaged (prepared off site)</td>
<td>All OR Insert premises number(s)</td>
<td>Prepackaged Class 3</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Prepared on site</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td></td>
<td>□ Packaged or served as required</td>
<td>All OR Insert premises number(s)</td>
<td></td>
</tr>
<tr>
<td>Are fruit/vegetables cut/sliced on site?</td>
<td>□ Prepared and served as required</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>Are fruit juices/smoothies prepared on site and served immediately?</td>
<td>□ Prepared and served as required</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>1 Type of food?</td>
<td>2 How is food handled?</td>
<td>3 At which temporary food premises?</td>
<td>4 Class</td>
</tr>
<tr>
<td>----------------</td>
<td>------------------------</td>
<td>-----------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>□ Yes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you sell any unpackaged low risk foods? (Please tick those you do.)

- □ carbonated beverages
- □ biscuits
- □ cereals
- □ confectionery
- □ dried fruits
- □ grains
- □ frozen ice cream, not including soft serve
- □ nuts
- □ wine/beer
- □ bread or other wheat products
- □ eggs in their shell
- □ food for food tasting (each sample available to taste for up to 4 hours only)
- □ other types of low risk foods (please specify):

- □ All
- OR
  Insert premises number(s)

Class 3

Are cakes that have cream, custard or raw eggs as a filling sold on site?

If yes –

Are the cakes purchased from a business?

□ Yes

Are the cakes donated? (eg by a business or volunteers)

□ Yes

Are the cakes made by the community group at any permanent premises operated by the group?

□ Yes

□ Prepackaged cakes

All

OR

Insert premises number(s)

Prepackaged - Class 3

□ Unwrapped cakes

All

OR

Insert premises number(s)

Unwrapped - Class 2
<table>
<thead>
<tr>
<th>1</th>
<th>Type of food?</th>
<th>2</th>
<th>How is food handled?</th>
<th>3</th>
<th>At which temporary food premises?</th>
<th>4</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is soft serve ice cream served on site?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>Do you conduct barbeques on site? eg food such as hamburgers, sausages, other meats, eggs, cooked vegetables, bread, raw vegetables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 3 (BUT if raw vegetables are included, the premises is class 2)</td>
</tr>
<tr>
<td>Each BBQ only runs for 1 or 2 days at any one time, and the food is cooked and served immediately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>Each BBQ runs for more than 2 days at any one time and the food is cooked and served immediately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>Are deep fried foods cooked on site? eg food such as chips, dim sims, spring rolls, dumplings</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 3</td>
</tr>
<tr>
<td>This activity is only conducted for 1 or 2 days at any one time, and the food is cooked and served immediately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>This activity is conducted for more than 2 days at any one time and the food is cooked and served immediately</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
</tr>
<tr>
<td>Are desserts, such as cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard (eg strawberries &amp; cream) sold on site? Are the desserts purchased from a business?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Prepackaged Class 3</td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Unwrapped Class 2</td>
</tr>
<tr>
<td>Desserts made off site and sold prepackaged</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Made on site Class 2</td>
</tr>
<tr>
<td>Desserts made off site and sold unwrapped</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Made on site Class 2</td>
</tr>
<tr>
<td>Desserts made on site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>All OR Insert premises number(s)</td>
<td>Made on site Class 2</td>
</tr>
<tr>
<td>1 Type of food?</td>
<td>2 How is food handled?</td>
<td>3 At which temporary food premises?</td>
<td>4 Class</td>
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<tr>
<td>Are rice dishes served on site?</td>
<td>Prepared &amp; cooked either on site or off site, but placed in a bain-marie on site and served throughout the day</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>This activity is conducted for more than 2 days at any one time and the food is cooked on site and served immediately</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>This activity is only conducted for 1 or 2 days at any one time and the food is cooked on site and served immediately</td>
<td>All OR Insert premises number(s)</td>
<td>Class 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are curries / casseroles served on site?</td>
<td>Prepared &amp; cooked either on site or off site, but placed in a bain-marie on site and served throughout the day</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>This activity is conducted for more than 2 days at any one time and the food is cooked on site and served immediately</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>This activity is only conducted for 1 or 2 days at any one time and the food is cooked on site and served immediately</td>
<td>All OR Insert premises number(s)</td>
<td>Class 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are noodles/ pasta/ lasagna served on site?</td>
<td>Prepared &amp; cooked either on site or off site, but placed in a bain-marie on site and served throughout the day</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>This activity is conducted for more than 2 days at any one time and the food is cooked on site and served immediately</td>
<td>All OR Insert premises number(s)</td>
<td>Class 2</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td>This activity is only conducted for 1 or 2 days at any one time and the food is cooked on site and served immediately</td>
<td>All OR Insert premises number(s)</td>
<td>Class 3</td>
<td></td>
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<tr>
<td>1 Type of food?</td>
<td>2 How is food handled?</td>
<td>3 At which temporary food premises?</td>
<td>4 Class</td>
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</tbody>
</table>
| Are sandwiches containing high risk foods sold on site? eg the sandwiches contain smallgoods (such as Strasbourg, ham and chicken loaf), vegetables/salads, meat or cheese | □ Prepackaged  
□ Prepared off site  
OR  
□ Prepared on site  
□ Packaged or served as required | All  
OR  
Insert premises number(s)  
-------------------  
Class 3 |
| Do you sell prepackaged high risk foods on site? (Please tick those you do.)  
□ pies, sausage rolls and pasties  
□ meats, including poultry and game  
□ curries and lasagne  
□ fresh pasta  
□ smallgoods (such as Strasbourg, ham and chicken loaf), smoked salmon, soft cheeses, dips  
□ other foods (please specify): | □ Products are not removed from original packaging  
OR  
Insert premises number(s)  
-------------------  
Class 3 |
| Do you sell or serve other types of high risk foods? Please specify: | | All  
OR  
Insert premises number(s)  
-------------------  
Contact your principal council to confirm the classification. |
**Temporary food premises operations**

If your answers are the same for all temporary premises listed on page 3 for registration, answer once for each question below.

If your answers vary for different premises (e.g., you have an esky for one stall and a powered fridge for another), indicate this by answering for each premises using the premises number for each question.

<table>
<thead>
<tr>
<th>Question</th>
<th>Options</th>
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</thead>
<tbody>
<tr>
<td>Will a covered bin be provided for disposing of waste?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>What is being used to wash utensils and equipment coming into contact with any unpackaged food?</td>
<td>☐ Detergent and hot water&lt;br&gt;☐ Disposable items will be used</td>
</tr>
<tr>
<td>Will a thermometer be available?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
| Will hand washing facilities be available?                                | ☐ Yes ☐ No<br>  If yes, specify what type:  
  ☐ Water drum with tap, soap, disposable paper towels  
  ☐ Sink with soap, disposable paper towels  
  ☐ Other, please specify. |
| How have food handlers acquired knowledge to handle food safely?          | ☐ Read Food Safety program information  
  ☐ Read Food Safety guidance documents  
  ☐ Received instruction by a Food Safety Supervisor |
| Will the food be reheated on site?                                       | ☐ Yes ☐ No<br> If yes, please indicate how this is to be done:          |
| What facilities will you use to keep high risk food refrigerated?        | Specify arrangements for each temporary premises (use premises number to indicate each premises): |
| For example: powered fridge/freezer (where power is available on site) and/or esky/cooler | | |
| How will food be transported to events?                                  | ☐ Refrigerated vehicle  
  ☐ Esky/cooler with ice  
  ☐ Food will be delivered by a registered food business  
  ☐ No food requiring refrigeration is sold (if you are unsure, contact your council). |
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 in the **Food handled at the temporary food premises** box on pages 4-8 of this form.

If you have ticked both class 2 and class 3 activities for a stall/premises in the box, then the classification of that premises is class 2.

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.

<table>
<thead>
<tr>
<th>Temporary food premises number (Please indicate the number for each premises as listed above in the &quot;premises details&quot; box.)</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Class 2</td>
</tr>
<tr>
<td>All temporary food premises (if more than one)</td>
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<tr>
<td>Temporary food premises 1</td>
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</table>


If any of your temporary food premises are class 2, you will require a food safety program. You will need to complete the next section in the form headed **Food safety program**.


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

If you also have any **class 4** temporary food premises, go to Attachment A at the end of this form.
**Food safety program (FSP) - class 2 only**

Please answer these questions if any of the temporary food premises listed on page 10 are class 2.

1. **Do you have any of the following types of FSP?**
   - Community Group Temporary and Mobile Food Premises Template *(to be available late 2011)*
   - Events Food Safety Program Template
   - FoodSmart (online)
   - Food Safety Program Template for Class 2 Retail & Food Service Businesses No.1 Version 2
   
   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 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**

An appropriate food safety supervisor is required for each class 2 premises, except as described below.

A food safety supervisor is **not** required if food is only handled at a class 2 temporary food premises that is in operation for 1 or 2 days at any one time (eg at an event or market on one day or over a weekend or regularly over a number of weekends) and the majority of food handlers are volunteers.

If the operations are for a longer period (ie 3 continuous days or more) then a food safety supervisor is **required.**
This “statement of trade” is to be completed if the community group is selling food from the class 2 or 3 temporary premises listed above within the same council district as the one in which this form is being lodged. This council is your principal council.

Complete this table now if you know some or all of the dates on which you plan to trade. You can advise council later on about any other dates, as they arise.

If you will be operating in any other council district, DO NOT COMPLETE THIS FORM FOR THOSE OTHER COUNCILS. Your statewide registration will allow you to operate in those council districts. But you must advise the other council about when you will be operating by completing a separate statement of trade form and lodging it with that council. Do this after your principal council confirms that you have state-wide registration, when you know your dates of operation.

<table>
<thead>
<tr>
<th>Premises number (as listed above)</th>
<th>If an event, specify date/date range eg 2/2/12 OR 2/2/12 - 6/2/12</th>
<th>If trading generally specify date range and days trading eg Saturdays during 2/2/12 – 2/3/12 or weekends during 2/2/12 – 2/3/12 OR list dates of trading</th>
<th>Address (street and suburb to be included)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>If it is an event, specify name of event, where known (eg Royal Melbourne Show)</td>
</tr>
</tbody>
</table>
## Declaration

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.

The applicant(s) on behalf of the community group must sign and print name(s).

If the community group is a company or association, the applicant(s) on behalf of that body must sign and print their name.

<table>
<thead>
<tr>
<th>Applicant signature</th>
<th>Applicant signature</th>
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<table>
<thead>
<tr>
<th>Print applicant name</th>
<th>Print applicant name</th>
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<th>Date</th>
<th>Date</th>
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</tbody>
</table>

## Council contact details

Wodonga City Council  
PO Box 923  
WODONGA VIC 3689  
Telephone: 61 02 6022 9300  
Fax: 61 02 6022 9322  
Email: info@wodonga.vic.gov.au  
Website: [www.wodonga.vic.gov.au](http://www.wodonga.vic.gov.au)

## Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your community group. Under the state-wide system, this will be done by your principal council and also any other council in whose district the temporary 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.wodonga.vic.gov.au](http://www.wodonga.vic.gov.au)
ONLY COMPLETE THIS ATTACHMENT
IF YOU HAVE PREMISES THAT ARE CLASS 4

<table>
<thead>
<tr>
<th>Attachment 1</th>
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<tbody>
<tr>
<td><strong>COMMUNITY GROUP</strong></td>
</tr>
<tr>
<td>NOTIFICATION OF CLASS 4 TEMPORARY FOOD PREMISES</td>
</tr>
</tbody>
</table>

If you also operate any temporary food premises at which **only class 4** food handling activities are conducted, you can notify council by completing the remainder of this form.

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

If a temporary premises such as a stall is used to carry out **class 2 or 3** activities, it should be listed at the front of this form (for registration). These stalls 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 temporary food premises that will **only** be used for class 4 activities.

If you have more than one temporary premises, list each one separately. For example, if you have one stall, list it only once. This stall can operate on a number of separate occasions or continuously. If you have two or more stalls that will operate in these ways, list them separately.

### Class 4 temporary food premises details

<table>
<thead>
<tr>
<th>Give each premises a number. This will be the “class 4 premises number”</th>
<th>Type of temporary food premises eg whether it is an uncovered stall, a covered portable shelter such as a tent, or the occasional use of a hall or other place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class 4 - 1</td>
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<td>Class 4 - 2</td>
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<td>Class 4 - 3</td>
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<td>Class 4 - 8</td>
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<td>Class 4 - 9</td>
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<tr>
<td>Class 4 - 10</td>
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</tbody>
</table>

If there is not enough space, attach additional sheet(s). Make sure all required information is provided.
Food handled at the temporary food premises

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

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

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

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

<table>
<thead>
<tr>
<th>Temporary food premises</th>
<th>Do you sell cakes that are covered or packaged (without cream fillings)?</th>
<th>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?</th>
<th>Do you sell whole (uncut) fruit or vegetables or prepackaged cut fruit or vegetables?</th>
<th>Do you sell sausages that are cooked and served immediately on site? (This can be with or without onions cooked at the same time, and with bread and sauce.)</th>
<th>Do you sell tea or coffee (with or without milk or soymilk) or biscuits?</th>
<th>Do you sell prepackaged low risk foods from the temporary food premises? eg bottled jams, honey, nuts, confectionary</th>
</tr>
</thead>
<tbody>
<tr>
<td>All class 4 temporary food premises (if more than one)</td>
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<td>Class 4 - 1</td>
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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 temporary food premises?

☐ Yes  ☐ No  If no, contact your council to check whether you should be using this form.
## STATEMENT OF TRADE
### CLASS 4 TEMPORARY FOOD PREMISES

The "statement of trade" is to be completed only if the community group is selling food from the class 4 temporary premises listed above within the same council district as the one in which this form is being lodged. This council is your principal council.

Complete this table now if you know some or all of the dates on which you plan to trade. You can advise council later on about any other dates, as they arise.

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<table>
<thead>
<tr>
<th>Class 4 premises number (as listed above)</th>
<th>If an event, specify date/date range eg 2/2/12 OR 2/2/12 - 6/2/12</th>
<th>If trading generally specify date range and days trading eg Saturdays during 2/2/12 – 2/3/12 or weekends during 2/2/12 – 2/3/12 OR list dates of trading</th>
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