

Food registration



Everybody loves food, but it can make your customers sick if it's not handled correctly. That's why there are certain safety regulations you must adhere to when running a food business.

First, contact the City of Stonnington

In Victoria, you cannot sell food to the public unless you register or notify as a food business with your local Council. A small number of businesses do not need to register. However, they are still required to notify their Council of their intended food business activities. Some types of food businesses are regulated by other authorities – the City of Stonnington will let you know if this is the case.

You may also need a licence from regulatory bodies

If your business processes, stores, sells and/or transports meat, poultry or seafood, you must be registered with **PrimeSafe**, the Statutory Authority responsible for regulating meat, poultry, seafood and pet food in Victoria.

If your business primarily wholesales, makes, transports or prepares dairy products (such as milk or cheese products) then you must be registered with **Dairy Food Safety Victoria**, the dairy food regulator.

Please note that there may be other regulatory authorities responsible for regulating your business.

Know your food classification

Food businesses are classified by food safety risk.

Your business may be classified as Class 1, Class 2, Class 3/3A or Class 4. For details on the classifications, visit the **Department of Health** website: www.health.vic.gov.au/food-safety/food-business-classification

Food safety supervisors

All Class 1, 2 and 3A businesses must have a nominated Food Safety Supervisor.

A Food Safety Supervisor is someone who has:

- the skills and knowledge to recognise, prevent and alleviate hazards associated with the handling of food within the business
- the ability and authority to supervise other people who handle food within the business to ensure it is done safely
- met an appropriate food safety competency standard appropriate to the type of food business by undertaking formal training from a Registered Training Authority and obtained a Statement of Attainment.

The City of Stonnington will require a copy of your nominated Food Safety Supervisor's training qualifications with your Application to Register a Food Business.

For more information about food safety supervisors, visit: [Food safety supervisors and training \(health.vic.gov.au\)](http://health.vic.gov.au).

Food safety programs

In Victoria, all Class 1 and Class 2 food businesses carrying out the below listed high risk activities must have a food safety program. Class 2 food businesses that do not carry out these high-risk processes are not required to have a food safety program.

A food safety program is a written plan that describes how a food business will control, monitor and manage food to ensure it is safe to consume. Records, such as temperature records, must also be maintained. For more information, visit [Food safety programs \(health.vic.gov.au\)](http://health.vic.gov.au).

Class 2 food businesses carrying out one or more of the following high-risk activities must have a food safety program in place:

- sous vide cooking below 75 °C
- handling of potentially hazardous foods without temperature control as described in the **Australia New Zealand Food Standards Code**
- acidified or fermented foods/drinks
- preparing ready-to-eat foods containing raw eggs
- preparing ready to eat raw or rare minced or chopped meats
- preparing ready to eat raw or rare poultry or game meats
- off-site catering
- any complex food process activity that does not use temperature control as described in the **Australia New Zealand Food Standards Code**.

Most businesses choose to use the Department of Health's registered Food Safety Program template for Class 2 retail and food service businesses. This template can be accessed through FoodSmart.

Class 1 food businesses and manufacturers must use an independent (non-standard) Food Safety Program and receive annual audits from Council, as well as a food safety auditor.

For more information, visit [Food safety programs \(health.vic.gov.au\)](http://health.vic.gov.au).

Food safety requirements

The table below outlines the food safety program and food safety supervisor requirements for each food business class.

Food business class	Food safety supervisor required?	Food safety program required?
Class 1	Yes	Yes, independent (non-standard) Food Safety Program.
Class 2	Yes	No, unless carrying out one or more of the listed high-risk food handling activities, or if you are registered as a food manufacturer.
Class 3	No	No
Class 3A	Yes	No
Class 4	No	No

Fitting out a food premises

The construction and fit out of a food premises must comply with the following standards appropriate to the activities proposed to be conducted at the food business:

- Food Standards Australia and New Zealand (FSANZ) Food Safety Standards chapter 3: www.foodstandards.gov.au/code
- Australian Standards (AS) 4674 – 2004: Design, Construction and Fit-out of Food Premises.

The City of Stonnington may request floor plans to demonstrate compliance with the construction and fit-out of a premises, that clearly show:

- a layout of the proposed business
- dimensions and details of fixtures and fittings, including location and elevation
- details of the materials to be used on surfaces and finishes.

Taking over an existing food premises

When you purchase an existing food business, you must apply to register the business under your name or company's name. The current registration cannot be transferred from the previous business owner to you.

For Class 1 and Class 2 premises, you need to provide a new food safety program and nominate a food safety supervisor as part of the change of business ownership.

Once the City of Stonnington approves the new registration, you will be legally responsible for making sure the business meets the rules set out in the *Food Act*.

The City of Stonnington provides a pre-purchase inspection service of a food business. While not mandatory, this service includes an inspection of the food business by an Environmental Health Officer, and a Property Enquiry Report that informs you of any instances where the business may not meet the Australia New Zealand Food Standards Code.

After the City of Stonnington issues this report, it is the responsibility of the purchaser and the vendor of the food business to negotiate to resolve any issues.

Once you have applied, you will receive the Property Enquiry Report report within 10 business days. The City of Stonnington offers a 'fast-track' option where you will receive the report within three business days.

The current proprietor of the food business must agree to you making an application for a pre-purchase inspection.



Other requirements

It is important to be aware of other requirements when operating a food business, including:

Trade waste - Some food businesses may need to have a Trade Waste Agreement with the relevant water authority. This is because any water that is used when preparing or cooking food, cleaning dishes or washing the kitchen that goes down the drain is classified as trade waste.

Fees

Registration fees

Fee schedules are available on the City of Stonnington website.

Pre-purchase inspection fees

\$260 for a property enquiry inspection, \$312 for fast track.

*Subject to change

Other information

The State Government Health Department and councils have other important information for a food business. These include:

Food trader - temporary and mobile food premises must apply online to the City of Stonnington using the Department of Health's new online registration portal for food businesses, community and not-for-profit groups. Details are provided at <https://foodtrader.vic.gov.au/>.

Food labelling - any food that is sold in a package must be labelled according to Part 1.2 of the Australia New Zealand Food Standards Code.

Food allergen resources - food allergies can be life threatening. For this reason, allergen information must be available for all food and drink items served to the public. Please see information about food allergen awareness at health.vic.gov.au.

Shelf-life product testing - part of the information to be stated on the food label is a 'Use by' or 'Best before' date. This guides the consumer on how long food can be kept before it begins to deteriorate or may become unsafe to eat.

Food recall plan - there are times where the food may need to be recalled from sale and any customer/retailer contacted to be informed that the food they may have purchased is not safe to eat.

No smoking at outdoor dining areas - changes to the *Tobacco Act* now mean there is no smoking:

- in outdoor dining areas, where food is eaten
- if the event is a general market, there is no smoking within 10m of a food stall
- if the event is a food festival, there is no smoking at all within the event boundary.

