

## Transfer Inspection Consent Form - Food Act Premises

The following information outlines the legal requirements that must be met in order to transfer Food Act registration to a new proprietor. The proprietor of a food business is usually the person (or company) in charge of the business and is responsible for ensuring compliance with all provisions of the Food Act 1984.

It is a requirement of the Act that a food business be inspected by an authorised officer before the transfer of registration can proceed.

1. Obtain consent from the current proprietor to enable the disclosure of information and publication of documents. A 'Request for Information and Documents' form is attached.
2. Request a transfer inspection by submitting the 'Request for Information and Documents' form and pay the required fee (see below). In order to obtain a copy of the inspection report. Should you require an inspection report within 3 days of application being received an additional 50% fee will apply.

### Transfer Report Fees 2017/2018

|   |          |
|---|----------|
| Standard Food Premises:                 | \$240.00 |
| Food Premises > 20 Full Time Employees: | \$290.00 |
| Community Group:                        | \$150.00 |

### Food Premises Registration Requirements

There are now four classes of food premises, Class 1, Class 2, Class 3 and Class 4.

The new classification system means that regularity requirements are better matched to the level of risk associated with the food handling activities at different types of premises.

- Class 1:** Hospitals, child care centres and aged care services which serve ready to eat potentially hazardous food
- Class 2:** Other premises that handle potentially hazardous unpackaged food.
- Class 3:** Premises that handle unpackaged low risk food, potentially hazardous pre- packaged foods or the warehousing or distribution of packaged foods.
- Class 4:** premises that only retail pre packaged low risk food and certain low risk occasional activities i.e. A simple sausage sizzle. (Sausages, bread, sauce and onion only).

### Food Safety Programs (FSP)

Classes 1 and 2 are required to comply with a Food Safety Program. A Food Safety Program may be a *Standard Template* or a *Non Standard Program*. Standard FSP's are approved by the Department of Health and can be accessed at [www.health.vic.gov.au/foodsafety/bus/templates](http://www.health.vic.gov.au/foodsafety/bus/templates).

## Food Safety Supervisors (FSS)

Class 1 and 2 businesses are required to have a competent Food Safety Supervisor.

Class 2 Community Groups (Not for Profit Organisations) that operate up to two consecutive days only are exempt from requiring a Food Safety Supervisor.

A food safety supervisor is someone who:

- Knows how to recognise, prevent and alleviate food handling hazards at your premises;
- Has a Statement of Attainment that shows the required food safety competencies from a registered Training Organisation (RTO);
- Has the ability and authority to supervise other people handling food at the premises and ensure that food handling is done safely.

Class 3 businesses must maintain simple records on a regular basis. Please contact your EHO or visit [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety) for these records.

3. Once the transfer inspection has been conducted. A 'Transfer of Registration' form will be provided with the applicable fee.

For further information please contact the Health & Local Laws Unit on Ph 9840 9256 or Fax 9840 9221. Postal address PO Box 1, Doncaster VIC 3108

Manningham City Council is committed to ensuring that our customers - you - receive quality services in a timely way. The performance standard we undertake to deliver this service is within 5 working days. If you believe this standard has not been achieved, please tell us. You can advise the officer you are directly dealing with and /or telephone 9840 9256 and/or complete a Customer Opinion Card (available from the customer service desk at the Council Offices and/or access the Council website, click on the contact button and complete a feedback form.

## ENVIRONMENTAL HEALTH SERVICES REQUEST FOR INFORMATION AND DOCUMENTS

Name of Proposed New Proprietor(s):

Phone Number:

Postal Address of Proposed New Proprietor(s):

Proposed Date of Settlement:

### CURRENT PROPRIETOR/S CONSENT

I/We (*Name of Current Proprietor(s)*)

Of (*Address of Current Proprietor(s)*)

Being the proprietor(s) of FOOD PREMISES/HEALTH PREMISES at: (*Address of Food Premises/Health Premises*).

Within the Manningham City Council **HEREBY CONSENT** to the disclosure of any information and the publication of any documents in your possession or power relating to the said Food Premises/Health Premises whether the information or the documents were obtained in connection with the administration of the Food Act 1984/Public Health and Wellbeing Act 2008 or otherwise.

To (*Name of person to whom the information or document is to be disclosed or published*)

Of (*Address of person to whom the information or document is to be disclosed or published*)

### CURRENT PROPRIETOR(S) SIGNATURE OF CONSENT

DATE:    /    /

Name of Proprietor(s):

Address of Proprietor(s):

Telephone Number:

Signature of Proprietor(s):