

Notification Form

Class 4 Food Businesses

Food Act Notification for Class 4 Food Businesses

Any food businesses or groups selling food must be registered or notify their Council.

If your food business is only selling low-risk packaged food, you will only need to notify Council of your business.

All other businesses selling food not listed below, must contact us to register your food business. It is against the law to sell food without having a Food Act Registration or Food Act Notification submitted to Council.

For a full list of Class 4 activities go to [Department of Health – Food Safety](#)

Class 4 – Community Groups

Class 4 community groups are those that sell:

- biscuits, tea or coffee (with or without milk or soymilk)
- packaged or covered cakes (no custard or cream fillings)
- low-risk already packaged food such as jams and honey
- sausages (no burgers and other meats) that are cooked and served immediately.

Class 4 – Retailers

Class 4 retailers include:

- cinemas and theatres selling low-risk pre-packaged food (confectionery, bottled water and soft drinks)
- confectionery shops selling pre-packaged chocolate and sugar-based confectionery
- green grocers and fruit stalls selling whole or uncut fruit and vegetables only
- liquor bottle shops selling packaged beverages
- milk bars selling only pre-packaged food, low-risk foods, and milk
- newsagents selling pre-packaged food such as gum, packaged confectionery, bottled water and soft drinks



Interpreter service

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- pharmacists selling pre-packaged food such as gum and packaged confectionery
- service stations selling low-risk pre-packaged food such as gum and soft drinks
- supermarkets selling low-risk pre-packaged food only
- vending machines selling packaged confectionery, bottled water and soft drinks.

Class 4 – Service

The class 4 service sector includes:

- sessional children's services where low-risk food, or cut fruit or vegetables is served, and the food is served to children
- businesses that operate from a temporary food stall selling sausages that are cooked and served immediately
- tea shops that sell low-risk pre-packaged foods
- wine tasting for members of the public, which may include serving cheese or low-risk food that has been prepared and is ready to eat.
- handling of low-risk food or cut fruit or vegetables to serve to children at an education and care services facility within the meaning of the Education and Care Services National Law, and children's services within the meaning of the Children's Services Act 1996 (Victoria)
- 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
- 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 (for example, fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg.

Class 4 warehouse–distributors

- Green grocers and fruit wholesalers selling whole or uncut fruit and vegetables only.

Privacy Declaration

Manningham Council is committed to full compliance with its obligations under the *Privacy and Data Protection Act 2014 (VIC)*. All personal information collected by MCC will be confidential and used for the purpose of fulfilling your request and undertaking associated Council functions and services related to your business. This information is required to process your application.

Your information may be used by MCC services or given to other parties: where you have agreed to that; or where it is required to or authorized by law (including for the purpose of research or conducting investigations). You may access information you have provided to MCC at any time and make corrections if you believe that information is incorrect. Copies of MCC's Information Privacy and Security Policy and Health Records Policy are available on Councils website: www.manningham.vic.gov.au/privacy

I hereby consent to receiving correspondence by email and understand that I can unsubscribe at any time.

Notification Form Class 4 Food Businesses

Notification for Class 4 Food Business and Applicant Declaration

IMPORTANT – This form is only applicable to Class 4 food premises. Please read the information at the beginning of this form which describes Class 4 food handling activities. If there are any other food handling activities, you must contact Council as this may alter your food premises classification.

Applicants must complete all below sections.

Proprietor's Details *all fields required

Name of Proprietor/s*

Home address*

Postal address*

Contact number*

E-mail address*

Business Details*

Trading name of business*

Type of food business*
(e.g., newsagency, post office etc.)

ABN or ACN*
(community groups/not for profits must be listed as declared community and charitable organisations)

Location of business*

Proposed operating hours*

Tobacco*

Is tobacco/cigarettes/e-cigarettes (vape) sold?

Tobacco

Cigarettes

E-cigarettes (vape)

None

If yes, is it sold from a vending machine?

Yes

No

How many vending machines will you have on site?

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Food Handling Activities* select all that apply

A food premises 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
 - iv) biscuits, tea or coffee (with or without milk or soymilk) 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 services facility within the meaning of the Education and Care Services National Law, and children's services within the meaning of the Children's Services Act 1996 (Victoria)
- (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 (for example, fresh juice) or any drink which has any other potentially hazardous food added, such as unpasteurised egg
- (g) family day care service.

Applicant Declaration*

I understand and acknowledge that the information provided in this application is accurate and true to the best of my knowledge. I understand that this application form is a legal document and penalties exist for providing false or misleading information.

If the business is owned by:

- a sole trader or a partnership, the proprietor(s) must sign and print name(s)
- a company or association, the applicant on behalf of that body must sign and print their name.

By signing below, I confirm that I have read and understood all the statements above.

Name of Proprietor*			
Signature of Proprietor*		Date*	
Name of Proprietor 2			
Signature of Proprietor 2		Date	