



APPLICATION FOR TRANSFER OF REGISTRATION FOOD ACT 1984 Class 1 & 2

Premises Details

Current Trading Name	
Proposed Trading Name (if applicable)	
Address	
Intended Settlement Date	

Business Type	<input type="checkbox"/> Café / Take away	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Food Vehicle
	<input type="checkbox"/> Childcare Centre	<input type="checkbox"/> School Canteen	<input type="checkbox"/> Sporting Club
	<input type="checkbox"/> Aged Care Facility	<input type="checkbox"/> Food Manufacturer	
	<input type="checkbox"/> Other (specify):		

No. of Employees (EFT)	
Total Floor Area (in m ²)	
Is There a Sit-In Dining Area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is There an Outdoor Dining Area?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Sale of Tobacco Products	<input type="checkbox"/> Yes → Tobacco Vending Machine <input type="checkbox"/> Yes
	<input type="checkbox"/> No <input type="checkbox"/> No

Liquor Licence	<input type="checkbox"/> Yes → <input type="checkbox"/> On Premises Licence
	<input type="checkbox"/> No <input type="checkbox"/> General Licence



Transfer of Food Registration.....
 Has there been a change of proprietor/(s)?
 Have the members in the partnership changed?

New Proprietor (The Applicant)

A proprietor may be an individual person, or a partnership (more than one individual person), or an organisation (eg a company registered under the Corporations Act 2001, or a club/association, etc).

Individual and/or Partnership Registration

Full Name	
Address	
Partner Full Name	
Address	
ABN	

Organisation Registration (If you are registering as a Company)

Name of Organisation	
Address	
ACN	
ABN	

Please provide a copy of your ABN certificate with this application

Contact Details (The Applicant)

Contact Person	
Mailing Address	
Telephone (Business Hours)	
Telephone (After Hours)	
Telephone (Mobile)	
Facsimile	
Email	

Email address is required for renewal of registration via our e-health portal

Food Safety Program

You must have a Food Safety Program for your business.

A Food Safety Program (FSP) is a document in your business, which outlines your operational food safety & hygiene requirements. The Council can provide you with the Department of Health Food Safety Program Template, free of charge.

Food Safety Program	Tick the relevant box below.
<input type="checkbox"/>	Department of Health Food Safety Program Template.
<input type="checkbox"/>	Other registered Standard Food Safety Program: specify name _____
<input type="checkbox"/>	Third Party Audited Food Safety Program (eg HACCP etc)

Food Safety Supervisor

You must have a Food Safety Supervisor for your business.

A Food Safety Supervisor (FSS) is a person in your business who is in charge of your operational food safety & hygiene and must be authorised to supervise other food handling staff. A FSS must hold a certificate of attainment in relevant industry food safety competency units. Refer to attachment.

Food Safety Supervisor Name	

Please provide a copy of the named person's certificate of attainment with this application.

Applicant Signature

Where more than one individual is listed as the applicant, each individual must sign this application. Where an organisation is listed as the applicant, an authorised person must sign.

I/we the undersigned, hereby apply to transfer the registration for the premises under the Food Act 1984 for the current registration period:

Applicant 1	Name		Date	____/____/____
	Signature			
	Company position (if applicable)			
Applicant 2	Name		Date	____/____/____
	Signature			

Consent of the Current Registered Proprietor

Where more than one individual is registered as the proprietor, each individual must sign this application. Where an organisation is registered as the proprietor, an authorised person must sign.

I/we,

Organisation Name (if applicable)	
Proprietor Name/s:	(1)
	(2)

being the current registered proprietor(s) of the premises at:

Address	

within the City of Hobsons Bay, hereby consent to the transfer of registration under the Food Act 1984, to the applicant.

Proprietor Signature/s:	(1)
	(2)
Company position: (if applicable)	
Date:	____ / ____ / ____

Privacy Statement

The Council is collecting this information under the requirements of the Food Act 1984 for enforcement and public health purposes. It may be provided to the Department of Health and Human Services for the same purposes and for statistical purposes related to the application of the Act. It will be treated in compliance with the Department of Health and Human Services Privacy Principles and the Privacy and Data Protection Act 2014.

Hobsons Bay City Council

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Food Safety Supervisor - Minimum competency standards

Takeaway and fast-food businesses can be considered either retail or hospitality food businesses.

Food Sector	Minimum Competency
Food Processing Businesses such as food product manufacturers, breweries and wineries	DFFFS2001A 'Implement the food safety program and procedures' Previous course code: DFFFS2001A 'Implement the food safety program and procedures')
Retail Businesses such as supermarkets, convenience stores, grocers, and delicatessens.	SIRRFSA001A - Apply retail food safety practices (Release 2)
Hospitality Businesses such as restaurants, cafes and hotels.	SITXFSA001 'Use hygienic practices for food safety (Release 1)' SITXFSA002 'Participate in safe food handling practices (Release 1)' OR SITXFSA101 'Use hygienic practices for food safety' SITXFSA201 'Participate in safe food handling' OR use the unit from the Retail sector Previous course code: SITXOHS002A 'Follow workplace hygiene procedures' SITXFSA001A 'Implement food safety procedures' OR THHGHS01B 'Follow workplace hygiene procedures' THHBCC11B 'Implement food safety procedures').
Health & Community Services Businesses such as hospitals, childcare centres, nursing homes, hostels, and Meals on Wheels.	HLTFSE001 'Follow basic food safety practices' HLTFSE005 'Apply and monitor food safety requirements' HLTFSE007 'Oversee the day-to-day implementation of food safety in the workplace' OR HLTFS207C 'Follow basic food safety practices' HLTFS310C 'Apply and monitor food safety requirements' HLTFS309C 'Oversee the day-to-day implementation of food safety in the workplace'
Transport and Distribution Business such as warehouses.	Use relevant units from other sectors. For example, choose 'Hospitality' if your warehouse supplies businesses such as restaurants, cafes and hotels.

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-safety-training-skills-knowledge/food-safety-supervisors>