

Apply to register your food business

About this form

Use this form to register your food business with us.

What you need

- Your business details, including your ABN.
- If you are not the proprietor of the business, the proprietor's details and authorisation.
- A list of the foods you will handle or sell.
- The classification of your food business.

When you submit your form, you must attach:

- A floorplan showing all parts of your premises, location of sinks and basins, fittings and fixtures, surfaces and furniture. The floor plan must indicate where you carry out your food handling processes and work.
- If you are registering a class 1, 2 and 3A business, your Food Safety Supervisor Certificate.
- If you're a food business that produces wastewater, a trade waste consent letter from Greater Western Water.
- If your business is a company, an extract of your company registration from ASIC.

All Class 1 and some Class 2 businesses also require a food safety program. You must attach your food safety program to this application. Visit the Department of Health's website to find the right food safety program for your business:

<https://www.health.vic.gov.au/food-safety/food-safety-programs>.

How to return this form

By email: mail@wyndham.vic.gov.au

In person: Civic Centre, 45 Princes Highway, Werribee

Manor Lakes Community Centre,
86 Manor Lakes Boulevard, Manor Lakes

Point Cook Community Centre,
1-21 Cheetham St, Point Cook

Tarneit Community Centre, 150
Sunset Views Boulevard, Tarneit

By post: PO Box 197, Werribee, Victoria,
Australia, 3030

Payment

You must pay a fee before we issue permission. The fees are listed at the end of this form.

If you submit this form in person, you can pay at the Civic Centre.

If you are submitting this form by email or post, we will send you an invoice.

More information

If you need help completing this form, call us on 1300 023 411.

We are open Monday to Friday from 8am to 5pm.

Proprietor details

Name:		
Company name: (if applicable)		
Mobile number:		
Email address:		
Postal address:	Street and number:	
	Suburb:	
	Postcode:	

Applicant details (if not the proprietor)

Name:		
Mobile number:		
Email address:		
Postal address:	Street and no:	
	Suburb:	
	Postcode:	

Business details

What type of organisation are you registering?

☐ Sports club or community group

☐ Other business

Is this a new business or are you taking over an existing business?

☐ New

☐ Taking over an existing

Trading name:

Trading address:

Legal name:

Business structure:

☐ Sole trader

☐ Company

☐ Partnership

ABN:

When will your business start operating?

DD/MM/YYYY

What language is spoken in the business?

Is this business also a tobacco retailer?

☐ Yes

☐ No

Food operations

Describe your food business in one or two sentences:

List the foods your business will handle or sell:

What is your food classification?

- ☐ Class 1
- ☐ Class 2
- ☐ Class 3A
- ☐ Class 3
- ☐ Class 4
- ☐ I'm not sure

If your business is Class 1, 2 or 3A, what is the name of your food safety supervisor?

Proprietor declaration

Declaration:

- ☐ I am the person responsible for this business.
- ☐ The information in this application is true and complete, to the best of my knowledge.

Signature:

Date:

Applicant declaration

Declaration:

- ☐ I am authorised to complete this application on behalf of the proprietor.
- ☐ The information in this application is true and complete, to the best of my knowledge.

Signature:

Date:

Privacy statement

We will collect and use your personal information (or personal information of those acting on your behalf) when we process your request.

We will store the information in our database and use it to identify you when you are communicating with us. We will also use your information and may share it with our contractors when we deliver services and information.

We may use your data to gather feedback through a survey, to assess your satisfaction with our service delivery.

Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014 (Vic). For more information about how your personal information is handled please visit our [Privacy Policy](http://www.wyndham.vic.gov.au/privacy-policy) on our website at www.wyndham.vic.gov.au

Fees

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Item	Fee
Sporting clubs and community groups	\$183
Class 1 registration	\$1772
Class 2 registration	
Cafés, delis, take-away premises, restaurants.	\$1772
Home business producing high-risk products that require refrigeration (like cakes with cream or custard)	\$948
Manufacturer or a supermarket	\$3356
Class 3 registration	
Shops and businesses selling pre-packaged food that requires temperature control, or unpackaged food that does not require temperature control	\$1132
Home business producing low-risk products that don't require refrigeration (like bread)	\$527

Wholesalers, distributors or importers (including pre-packaged, low-risk food)	\$2186
Class 3A registration	
Standard	\$1132
Home based	\$527
Class 4 registration	No fee*

*unless an inspection is required. We will contact you if this fee applies.