

# Fact Sheet



## New Food Premises

Under the Food Act 1984 all businesses and community groups that handle, pack, prepare or sell food must register with or notify their local council. This is to ensure all food businesses and community groups are preparing and selling safe food to the public. Each business and community group must also comply with the Food Safety Standards Code 3.2.2 and 3.2.3 which

When starting a new food business the following steps must be taken:

- Contact Campaspe Shire Council and speak to an Environmental Health Officer (EHO) to discuss your proposal. It is recommended that a detailed plan of your proposed food premises be submitted to council. An onsite inspection at the proposed premises may also be required to further discuss your plans. This will assist the EHO to assess the suitability of your proposal and the premises. Prior to construction, the EHO will provide feedback in a report detailing what needs to be done to the premises in order for it to be suitable for the proposed activity.
- During the construction stage, we encourage you to contact an EHO if you have any questions about what is required. It is important that it is done correctly the first time to avoid any costly changes having to be made. For more information regarding design and construction requirements please refer to fact sheet 'Requirements for Design and Construction of a New Food Business' or the Food Safety Standards Code 3.2.2 and 3.2.3.
- Once the construction has been completed and the business is ready to commence operation, the EHO must undertake a final inspection to ensure all items have been addressed and that the premises complies with the Food Act 1984 and the Food Safety Standards Code.
- An Application to Register a Food Premises will need to be completed, signed and submitted to council with the prescribed fee prior to commencement. Once this has been received and processed by council, a Certificate of Registration will be issued and the business may open. Registration is renewed annually and the registration period is from the 1 January to 31 December each year.

### Other useful Fact Sheets:

- Requirements for the Design & Construction of a New Food Business
- Temporary & Mobile Food Premises Requirements
- Information for Class 2 Food Premises
- Information for Class 3 Food Premises
- Food Safety Program Requirements
- Food Safety Supervisor Requirements
- Skills & Knowledge for Food Handlers

Updated 3 April 2020

# Fact Sheet

## Useful Internet Sites

Food Safety Victoria

[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

Food Standards Australia New Zealand

[www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Small Business Victoria

[www.businessaccess.vic.gov.au](http://www.businessaccess.vic.gov.au)

## Other Departments

Please be aware that there are a wide range of Campaspe Shire Council departments and other organisations that may have conditions and requirements that your business must comply with.

Below is a brief list with some of the common departments you may need to contact.

### Statutory Planning (Planning Services)

For issues such as:

- Change of use of a building
- If the business is in an appropriate location
- Permanent signage
- Parking requirements

### Building Services

For issues such as:

- Fire safety
- Disabled access
- Toilet & facility requirements
- Construction standards

### Local Laws

For issues such as:

- Goods on footpaths
- Temporary signage
- Street trading

## Want more information?

If you require further information about any matters mentioned in this fact sheet please contact an Environmental Health Officer at Campaspe Shire Council toll free on 1300 666 535