

REGISTERING OR SALE OF A BUSINESS

The following pages have been developed to assist business owners to register new businesses with the City. If you require further assistance, please contact the Environmental Health Unit on **1300 002 642** or health@bendigo.vic.gov.au

Registering a new business

Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 3 - Register a fixed location food business
- Section 4 - Register an accommodation business

Sale of a business registration

Prescribed accommodation

Section(s) to complete

- Section 1 - Proposed Licensee/Proprietor details
- Section 2 - Consent to release
(must be completed by the current owner)
- Section 4 - Register an accommodation business

Have you sought the relevant approval(s) from other relevant departments at the City of Greater Bendigo:

- **Planning** Yes No
- **Building** Yes No
- **Local laws** Yes No

For further information please browse through www.bendigo.vic.gov.au/building-and-business/business/resources-new-businesses to familiarise yourself with the relevant requirements in relation to your proposed business application request.

LOGGING YOUR APPLICATION

By email

Environmental Health Unit:
health@bendigo.vic.gov.au
Final invoice will be sent once application is processed.

In person

City of Greater Bendigo
Galkangu - Bendigo GovHub
189-229 Lyttleton Terrace
Bendigo, Victoria
Office hours: Monday, Wednesday, Thursday and Friday 9am – 4.30pm
Tuesday 9am – 4pm

By mail

Environmental Health Unit
City of Greater Bendigo
PO Box 733
BENDIGO 3552

Disclaimer; The City of Greater Bendigo will only use the personal information you provide in or with this form for matters relating to your registration in accordance with the Information Privacy Act 2000 (Vic) and City of Greater Bendigo Privacy Policy.

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

To make a business application with the City of Greater Bendigo, you must submit your personal details, the details of your business and your signature.

! Please note - applications cannot be processed unless completed in full

Are you purchasing this business from the current *Food Act 1984* registration holder for this premises?

Complete section A or B and contact person details

SECTION A - Required for businesses who wish to operate under a company name (*a trust can not be used)

Company name:

ACN (Australian company number):

Company mailing address:

Company email: Phone number:

OR

SECTION B - Required for businesses operating as a sole trader or a partnership

Licensee/Proprietor details

1. Licensee/Proprietor

2. Licensee/Proprietor

Surname:

.....

First name (s):

.....

Licensee mailing address:

.....

.....

.....

Phone number (s):

.....

Email:

.....

Contact person at business (in regards to business enquires/inspections)

1. Contact person details

2. Contact person details

Surname:

.....

First name (s):

.....

Address:

.....

Phone number (s):

.....

Email:

.....

SECTION 1 – PROPOSED LICENSEE/PROPRIETOR DETAILS

! Please note - applications cannot be processed unless completed in full

Business information

Business trading name:

Business trading address:

Business phone number/s:

Business email address:

ABN (optional):

Type of business:

(eg. Café, Hotel, Bakery)

Proposed business opening date:

(Approval time frames may impact on the opening of your business.)

Trading hours of business:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM:	AM:	AM:	AM:	AM:	AM:	AM:
PM:	PM:	PM:	PM:	PM:	PM:	PM:

DECLARATION OF PROPOSED LICENSEE/PROPRIETOR

I understand and acknowledge:

- That the information provided in this application is true and complete to the best of my knowledge.
- This initial registration may be less than 12 months.
- That other authorities may be notified of this application.

Print name (s): Date:

If signing on behalf of a company, please specify your position:

Signature (s):

Print name (s): Date:

If signing on behalf of a company, please specify your position:

Signature (s):

SECTION 2 – CONSENT TO RELEASE FORM

If you are buying an existing accommodation business, please have the current owner of the business complete and sign this page.

! Please note - applications cannot be processed unless completed in full

I/we:
(Current proprietor)

of:
(Residential address)

Being the current proprietors/licensee of the following premises known as

Business trading name:

Business address/location:

Current licence number: ABN/ACN:

Proposed settlement date:

I, HEREBY CONSENT to the City of Greater Bendigo disclosing any information and documents obtained from me and/or via an inspection of the premises by the Environmental Health Officers of the City of Greater Bendigo for the purpose of the sale of this business to:

Name of prospective purchaser:

I am the proprietor.

OR

I am authorised to complete and sign this letter of consent on behalf of the registered company.

Full name of person completing this form:

Signature: Date:

If signing on behalf of a company, please specify your position:

Contact phone number for current proprietor:

Contact email address for current proprietor:

I request my current Food Act registration be cancelled as of
(Date)

SECTION 3 – REGISTER A FIXED LOCATION FOOD BUSINESS

Registration of your business applies until June 30 of each financial year. Once your application has been received and paid, it will be allocated to an Environmental Health Officer to assess. Pro rata fees may apply to applications lodged after June 1.

Temporary / mobile food businesses must register via FOODTRADER using the following link
<https://foodtrader.health.vic.gov.au/>

! Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at health@bendigo.vic.gov.au

APPLICATION FEES

- New \$403.45 - One-off fee for all new applications.
 (If you are applying for both food and accommodation, you will only pay this 'new' fee once)

ANNUAL FOOD CLASS FEES

Please contact Environmental Health Unit on 1300 002 642 if you require further information on your classification.

	Food class	Annual fee	Description of premises	Examples include (but not limited to):
<input type="checkbox"/>	Class 1	\$924.55 - \$1,479.30	Serving potentially high-risk food to vulnerable groups	<ul style="list-style-type: none"> Hospitals, childcare centres and aged care services, or any organisation that prepares foods for vulnerable groups
<input type="checkbox"/>	Class 2	\$369.80 - \$1,479.30	Handling potentially high-risk unpackaged food such as cafes and restaurants e.g. cooked and uncooked meat, dairy (cream or cheese) and seafood etc.	<ul style="list-style-type: none"> Restaurants, bars, bed and breakfasts, cafes, mobile food vehicles or food carts Bakeries handling low-risk food and serving potentially hazardous food such as custards, cream cakes and meat products Canteens preparing and serving food (located in schools, workplaces, sporting clubs, universities or TAFEs, drug and alcohol rehabilitation centres)
<input type="checkbox"/>	Class 3 and Class 3A	\$184.90 - \$369.80	Handling unpackaged low-risk food or high risk pre-packaged food and warehouses and distributors.	<ul style="list-style-type: none"> Bars, bed and breakfasts, cafes, mobile food vehicles or food carts preparing and serving low-risk food Bakeries handling low-risk food (bread, flour-based foods) Breweries, wineries and other alcoholic drink makers Accommodation: Prep/cook/serve immediately to customer
<input type="checkbox"/>	Class 4	\$0	Very low risk activities such as the sale of shelf stable pre-packaged foods, sale of uncut fruit and vegetables, and fundraising activities.	<ul style="list-style-type: none"> Some vending machines Community groups/fundraising groups such as food stalls, selling biscuits, tea or coffee, and packaged or covered cakes (other than cakes with a cream filling) Pre-packaged food such as jams and honey (not offering samples) Sausages that are cooked and served immediately

Note: The City recommends you submit a layout plan of your premises, including all fixtures, fittings and equipment to better assist us in assessing your proposal, and to determine compliance with food regulations and your business classification. An Environmental Health Officer will contact you if more information is required.

SECTION 3 – REGISTER A FIXED LOCATION FOOD BUSINESS

! Please note - applications cannot be processed unless completed in full

What type of food or drinks will you sell/prepare?

What type of water supply is available?

- Mains
 Private

What type of wastewater supply is available?

- Sewerage
 Septic System (onsite)

Does your business intend to do the following activities?

- Sell tobacco products (visit www.vic.gov.au/tobacco-licensing to obtain a license to sell tobacco products)
 Sell or serve alcohol

ADDITIONAL FOOD INFORMATION - REQUIRED FOR CLASS 1 AND 2 FOOD BUSINESSES

What type of food safety program do you have?

- Standard Food Safety Program – FoodSmart Template (10)
 Standard Food Safety Program – Class 2 Retail and Food Safety Business (10)
 Other DHS registered food safety program template (11)
 Independent/Proprietary Food Safety Program (12)
 Quality Assurance Food Safety Template (13)
 Potentially exempt from a Food Safety Program

FOOD SAFETY SUPERVISOR AND FOOD HANDLERS

Class 1 and 2 businesses must have a Food Safety Supervisor (FSS).

Full name of FSS:

FSS Address:

(Cannot be the business trading address)

FSS Phone Number:

Date of FSS certificate attained:

- All food handlers have completed basic food safety training (FSC 3.2.2A)

- I confirm I have submitted a copy of the food safety supervisor's certificate with this application.
 I confirm all food handlers within my business will receive relevant food safety training every 12 months.
 I confirm records of staff food safety training will be available at request of Environmental Health Officer.

SECTION 4 – REGISTER AN ACCOMMODATION BUSINESS

Registration of your business applies until June 30 of each financial year. Once your application has been received and paid, it will be allocated to an Environmental Health Officer to assess. Pro rata fees may apply to applications lodged after June 1.

! *Please note - applications cannot be processed unless completed in full. Fees quoted are an approximate amount. Fees are subject to change from June 30 of each year. For a final fee quote please contact our office at health@bendigo.vic.gov.au*

APPLICATION FEES

- New \$403.45 - There is a one-off fee for all new applications
(If you are applying for both food and accommodation, you will only pay this 'new' fee once)

ANNUAL REGISTRATION FEES

The table below sets out which accommodation businesses need to apply.

Rate	Description – please select the services you intend to provide	
\$403.45	<input type="checkbox"/> Bed & breakfast	<input type="checkbox"/> Lodge
	<input type="checkbox"/> Rooming house	<input type="checkbox"/> Hostel
	<input type="checkbox"/> Guest house	<input type="checkbox"/> Resort
	<input type="checkbox"/> Hotel	<input type="checkbox"/> Student dormitory
	<input type="checkbox"/> Motel	<input type="checkbox"/> Holiday camp

ADDITIONAL INFORMATION REQUIRED

Licensee's date of birth: Number of rooms available:

Maximum number of guests:

You may need to obtain a Planning Permit from the City and a Building Permit from a private building surveyor if you will make structural changes to the building or change the use of the land on which the building is located. This may be subject to an internal referral.