

Food Act 1984 (Vic) Notification of food vending machines



Completion of this notification form will ensure that your business is included in the new state-wide arrangements under the Food Act for food vending machines.

Under the state-wide notification system, one council in Victoria must be primarily responsible for accepting your Food Act notification. This is the “**principal council**”. You must lodge this form with that council. This is the council for the following Victorian district:

- the district in which your food business **prepares or stores food** that is to be sold from the machines; or
- if food is not usually prepared or stored beforehand by your business - the district in which your **usual business address** is located; or
- if neither of these places are in Victoria - the district in which the machines will **first operate**.

This form is to be used to notify your principal council about one or more food vending machines where only prepackaged low risk food is sold from the machines. This is a class 4 activity under the Food Act.

Examples of this food are given on page 3 of this form.

This once-off notification form, when accepted by your principal council, will enable your business to operate the notified class 4 food vending machines anywhere in the State. The machines can be moved to any council district.

If you also sell food from any food vending machines that require registration (eg machines that sell unpackaged food, or high risk food), you will need to complete a separate registration form. Your council can provide you with this form.

It is recommended that you contact your principal council before completing this form. This will ensure that you –

- understand your obligations under the Food Act;
- know which council to notify;
- use the correct form and know how to complete it; and
- can be informed about the classification of your food vending machines.

Food Act 1984 (Vic)

Notification of food vending machines

Council use only

Notification Number:

Date:

Ledger Number:

Proprietor of food business details

Is the proprietor of the food business a company/association? or an individual? or a partnership?

Proprietor name

ABN if known (optional)

If proprietor of the food business is an individual

Title Surname

Given name(s)

OR

if proprietor of the food business is a company/incorporated
Company/Association name

Authority to complete form on behalf of group eg director of
company or member of committee of management

ACN

OR

if the proprietor of the food business is a partnership

Partnership name

Street address

Postal address

Trading name

Suburb/Town

State

Postcode

Please provide at least one phone number and include the area code.

Business phone

Home phone

Business fax

Mobile

Email of business

Is there another person who is to be contacted about the food business if you are not available?

If **yes**, please specify below.

Name

Role (eg manager, director)

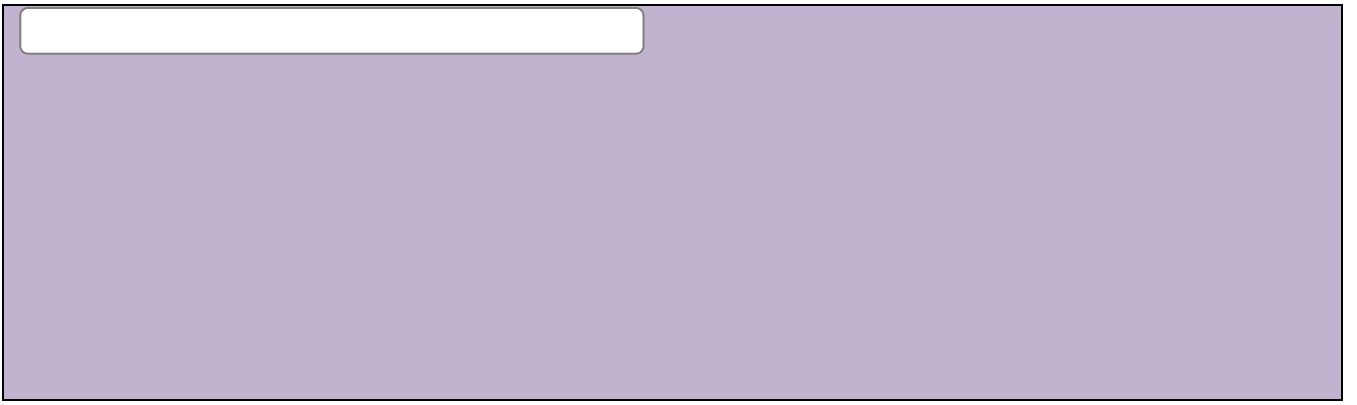
Business phone

Home phone

Business fax

Mobile

Email



Principal premises details

Please list here the address of the place where the food business that sells food from the vending machines covered by this application is based. This is to make sure that you are notifying these machines with the correct council.

1. Do you have a fixed food premises at a permanent address that is already registered or notified with a council in Victoria under the Food Act?

Yes No

If **no**, go to 2. If you are unsure whether you need to register or notify a fixed premises because you prepare or store food for sale at that premises, contact the council in which the premises is located to discuss.

If **yes**,

(a) specify with which council:

If you know the registration number, insert it here:

(b) do you intend to prepare or store food that will be sold at the vending machines at this place (eg a warehouse registered in your name)?

Yes No

If **no**, go to 2.

If **yes**, specify the address of that fixed food premises at 3.

2. If you do not have a fixed food premises that requires notification or registration under the Food Act, you will need to nominate a business address in Victoria at 3.

Interstate businesses: if you sell food from vending machines in Victoria AND –

- the food to be sold is stored outside Victoria, and
- you do not have a Victorian business address,

go to 4.

If you have any queries, contact your council.

3. If the address is the one listed on page 1, tick here:

If it is a different address, complete the following:

Street address

Suburb/Town

State

Postcode

4. **Interstate businesses only:** if you answered “no” to 1, and 2 does not apply to you because your business operations are based outside Victoria, please specify the council district in which the vending machines you are listing on this form will first operate in Victoria:

You must notify the Victorian council for this district.

If you are unsure where you will be first operating in Victoria, please specify the most likely district:

You must notify the Victorian council for this district.

Prepackaged low risk food

Low risk food is food which is less likely to contain bacteria that will cause food poisoning.

Examples include soft drink/alcohol, dried fruits/nuts, packaged chips, confectionary, frozen ice cream (manufactured from pasteurised or heat treated milk), milk (pasteurised or heat treated), soy milk (pasteurised or heat treated).

Food vending machines

Please enter the total number of class 4 vending machines in the box below.

I confirm that the number of machines listed above will only sell **prepackaged** low risk food.

If you have other machines that sell other types of food, you will need to complete a registration form for these machines. Contact your council for a copy of the form or further information.

Declaration

I understand and acknowledge that:

- The information provided in this notification is true and complete to the best of my knowledge.
- This notification 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).

If the business is owned by a company or association, the applicant on behalf of that body must sign and print their name.

Applicant signature

Applicant signature

Print applicant name

Print applicant name

Date

Date

Council contact details

Alpine Shire Council.
PO Box 139, Great Alpine Road Bright Vic 3741
Email: info@alpineshire.vic.gov.au
<http://www.alpineshire.vic.gov.au>
Phone: 61 03 57550555
Fax: 61 03 57551811

Privacy statement

The information in this form is for the purpose of administering the Food Act in relation to your business. Under the state-wide system, this will be done by your principal council and also any other council in whose district the machines listed in this notification will operate, where the information is relevant. It will be used in accordance with the Food Act and the Information Privacy Act 2000 and as authorised by law.

To view Council's privacy policy, please either visit Council's offices or go to:

www.alpineshire.vic.gov.au