

FOOD ACT FINAL APPROVAL CHECK LIST

Health Protection Unit
274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8658 F 9261 4880
E health@darebin.vic.gov.au
darebin.vic.gov.au



The following items must be completed before you are granted registration with Council under the *Food Act 1984*.

PREMISES

- All works completed (No Tradesman should be onsite).
- Premises appropriately cleaned and sanitised (including Builders final clean).
- All equipment operational e.g. fridges, freezers, bain marie operating at correct temperatures for testing.
- All hand-wash basin(s) have an adequate supply of warm water, liquid soap and disposable paper towel.
- Hot water and cold water available to all sinks including mop sink.
- Probe thermometer available at premises. It is recommended that alcohol swabs be utilised for cleaning the probe.
- No smoking signage displayed in indoor dining area or outdoor dining area (as applicable).

CLEANING EQUIPMENT

- Cleaning chemicals available onsite. e.g., detergent, degreaser.
- Cleaning equipment available onsite. e.g., mops, buckets, sponges, measuring devices
- Food Grade Sanitiser available onsite in premises where handling unpackaged food. Staff must be able to demonstrate the correct use of sanitiser, this include measurements, contact time and whether the surface requires rinsing or air drying.

FOOD SAFETY PROGRAM (FSP) – Class 1 and applicable Class 2 Premises (Must be available at final inspection)

- Class 1 - [Independent Food Safety Program](#) approved by a [third party auditor](#) are applicable
Class 2 - Businesses that require an FSP must operate an [Independent Food Safety Program](#) approved by a [third party auditor](#) or use the State [FoodSmart](#) program.

NOTE:

- The program must cover all high risk activities in your food business.
- Manufacturers must have an independent FSP regardless of Class and cannot use Foodsmart
- Only certain [food processes](#) in Class 2 retail business require an FSP

FOOD SAFETY SUPERVISOR – Class 1, Class 2 and 3A Premises (Must be available at final inspection)

- [Food Safety Supervisor](#) nominated and copies of accredited food hygiene training certificates submitted to Council and approved.

IMPORTANT DOCUMENTATION

- Certificate of Compliance – Mechanical Ventilation for compliance with Australian Standard 1668 part 1 and part 2.
- Certificate of Compliance – Plumbing A compliance certificate is issued by a licensed plumber to certify the work they carry out complies with the relevant plumbing standards, codes and regulations. Only a licensed plumber may issue a compliance certificate

OTHER COUNCIL PERMITS

You are responsible for ensuring that all other applicable Council permits have been obtained including:

- [Planning Permit](#) – Council - change of use, [liquor licensing](#), parking waiver etc. Please contact Council's Planning Unit on Ph: 8470 8850 if you require further information.
- [Building Permit](#)- Private Building Surveyor - change of use, final inspection for occupancy permit. Please contact Council's Building Unit on Ph: 8470 8899 if you require further information.
- [Goods on Footpath Permit](#) – For more information - [Footpath Activities Policy](#) and [Footpath Trading Booklet](#).

FINAL APPROVAL

Complete the Application for Registration Form prior to the final inspection and return to health@darebin.vic.gov.au.

At the time of the final inspection, if the Authorised Officer is satisfied that all requirements have been met, you will receive a final inspection report outlining the approved food process for Food Act Registration.

An invoice for your **Food Act Registration and Application Fee** will be sent to you via email that must be paid immediately. Failure to submit payment within 7 days while trading will see the business deemed unregistered and you will be subject to enforcement action. A **Food Act Registration Certificate** will be issued within 5 business days of payment of invoice.

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CITY OF DAREBIN

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