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| **Logo  Description automatically generatedBrunswick and Coburg Town Hall Hire Agreement**  **Attachment 1** |

**Merri-bek City Council Food Premises Checklist Food Act 1984**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT DETAILS** | | | | | | | | | | | | | | | | |
| **APPLICANT / GROUP NAME** | | | | | |  | | | | | | | | | | |
| **APPLICANT / GROUP CONTACT NAME** | | | | | |  | | | | | | | | | | |
| **CONTACT NUMBER** | | | | | |  | | | | **FUNCTION VENUE** | | | |  | | |
| **APPLICANT / GROUP POSTAL ADDRESS** | | | | | |  | | | | | | | | | | |
| **FUNCTION DETAILS** | | | | | | | | | | | | | | | | |
| **FUNCTION TYPE** | | | | | | (please specify) | | | | | | | | | | |
| **FUNCTION DATE(S)** | | | | | |  | | | | | | | | | | |
| **FUNCTION START TIME** | | | | | |  | | **FUNCTION FINISH TIME** | | | | | |  | | |
| **NUMBER OF PEOPLE ATTENDING EVENT** (approximate) | | | | | | | | | |  | | | | | | |
| **EVENT FOOD DETAILS** | | | | | | | | | | | | | | | **YES** | **NO** |
| 1 | Will the applicant (or anyone on their behalf) be **providing** food at the event/function? | | | | | | | | | | | | | |  |  |
| 2 | Will the applicant (or anyone on their behalf) be **selling** food at the event/function? | | | | | | | | | | | | | |  |  |
| 3 | Will any food and/or alcohol be provided as part of a fee charged for entry to the event/function? | | | | | | | | | | | | | |  |  |
| 4 | Will alcohol be provided at the event/function? | | | | | | | | | | | | | |  |  |
| Will the alcohol be offered for sale? | | | | | | | | | | | | | |  |  |
| 5 | Will people attending the function be bringing BYO food? | | | | | | | | | | | | | |  |  |
| If yes, detail the type of BYO food | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| 6 | Is the applicant a Community Group or Not for Profit Organisation? *If yes, please attach not-for-profit status or incorporated certificate* | | | | | | | | | | | | | |  |  |
| 7 | Is the applicant/group’s place of business based within Merri-bek City Council? | | | | | | | | | | | | | |  |  |
| 8 | Does the applicant have a Current Food Act registration through Streatrader? | | | | | | | | | | | | | |  |  |
| 9 | Has the applicant lodged a Statement of Trader through Streatrader for this event? | | | | | | | | | | | | | |  |  |
| 10 | **Will the event/function be catered for by a Registered Catering Food Business?** | | | | | | | | | | | | | |  |  |
| **TRADING NAME** | | |  | | | | | | | | | | | | |
| **FOOD ACT REGISTERING COUNCIL** | | | | |  | | | **FOOD ACT REGISTRATION #** | | | | | |  | |
| **CONTACT PERSON** | | | |  | | | | **PHONE** | | |  | | | | |
| **ADDRESS** | |  | | | | | | | | **SUBURB** | |  | | | |
| **WHAT TYPE OF FOOD PRODUCTS WILL BE PREPARED/SOLD AT THE EVENT** (tick all appropriate) | | | | | | | | | | | | | | | | |
| 11 | Fruit salad and salads | | | | | | | | | | | | | |  |  |
| Fruit/vegetables cut/sliced | | | | | | | | | | | | | |  |  |
| BBQs *(e.g. hamburgers, sausages, other meats, cooked eggs, cooked/raw vegetables, bread)* | | | | | | | | | | | | | |  |  |
| Deep fried foods *(e.g. chips, dim sims, spring rolls, dumplings)* | | | | | | | | | | | | | |  |  |
| Desserts *(e.g. cheese cakes, custard tarts or any dessert that contains fresh cream, raw eggs or custard)* | | | | | | | | | | | | | |  |  |
| Fruit juices/smoothies | | | | | | | | | | | | | |  |  |
| Soft serve ice cream | | | | | | | | | | | | | |  |  |
| Rice dishes | | | | | | | | | | | | | |  |  |
| Casseroles or curries | | | | | | | | | | | | | |  |  |
| Noodles/pasta/lasagne | | | | | | | | | | | | | |  |  |
| Sandwiches *(e.g. containing smallgoods, vegetables/salads, meat or cheese)* | | | | | | | | | | | | | |  |  |
| Pies/sausage rolls/pasties | | | | | | | | | | | | | |  |  |
| Packaged low risk foods *(e.g. packaged chips, lollies, chocolates and drinks)* | | | | | | | | | | | | | |  |  |
| Raw egg products *(e.g. tiramisu/homemade mayonnaise)* | | | | | | | | | | | | | |  |  |
| Soup | | | | | | | | | | | | | |  |  |
| Packaged drinks *(e.g. soft drink, packaged alcohol)* | | | | | | | | | | | | | |  |  |
| Unpackaged drinks *(e.g. unpackaged alcohol, tea, coffee)* | | | | | | | | | | | | | |  |  |
| **OTHER FOODS** | | | | | | | | | | | | | | | | |
| Please detail any additional food products prepared/sold at the event/function | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **PLEASE NOTE***If you plan to alter the type of food you will be selling/serving (additional to the food activities listed on this form) you must notify Merri-bek City Council immediately, complete this form again and provide any other relevant details.* | | | | | | | | | | | | | | | | |
| I, the undersigned, hereby agree the information provided above is true and correct | | | | | | | | | | | | | | | | |
| **SIGNED** | |  | | | | | **DATE** | | | |  | | | | | |

***Environmental Health Unit Use Only***

Responsible Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food Act Registration/Notification Required: YES/NO

Officer Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Premises Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Premises Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Streatrader Application No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: YES/NO

**DEFINITIONS**

**Merri-bek City Council Food Premises Checklist Food Act 1984**

**Pre-packaged food** this is food that has been sealed within a package prior to entering the business, remaining in that package until sale.  Packaging is designed to protect the food from contamination by physical, chemical or biological hazards.

**Ready-to-eat-food** is food that is ready for consumption, and includes food that may be re-heated, portioned or garnished or food that undergoes similar finishing prior to being served

**Low risk foods** means food that is unlikely to contain pathogenic micro-organisms and will not normally support their growth due to food characteristics. For example; grains, cereals, carbonated beverages, jams, dried fruits, pasteurised milk, ice cream manufactured from pasteurised or heat-treated milk, pasteurised or heat-treated soy milk, and cut fruit or vegetables (which are not subject to any further processing).

**Community group** means:

1. a not for profit body; or
2. a person or unincorporated group of persons undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or for a not for profit body

not for profit body means an incorporated or unincorporated body or association that is not carried on for the purposes of profit or gain to its individual members and is, by the terms of the constitution of the body or association, prohibited from making any distribution, whether in money, property or otherwise, to its members.

**Food business** A business, enterprise or activity (other than primary production) that involves handling food intended for sale (as defined in the Act), or the sale of food.

**Potentially hazardous food** means food that must be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that may be present in the food, or to prevent the formation of toxins in the food. For example:

* raw and cooked meat (including poultry and game) or foods containing raw or cooked meat such as casseroles, curries and lasagne;
* smallgoods such as Strasbourg, ham and chicken loaf;
* dairy products, for example, custard and dairy-based desserts such as cheesecakes and custard tarts, but does not include pasteurised milk, ice cream manufactured from pasteurised milk;
* seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock;
* processed fruits and vegetables such as fruit salads, fruit juices;
* cooked rice and pasta;
* foods containing eggs, beans, or other protein-rich foods such as quiche, fresh pasta and soy bean products; and
* foods such as sandwiches, rolls and cooked and uncooked pizza that contain the foods listed above.

**Pre-packaged food** meansfood that has been sealed within a package prior to entering the business, remaining in that package until sale.  Packaging is designed to protect the food from contamination by physical, chemical or biological hazards.

**Sale of Food includes**

(a) barter, offer or attempt to sell; and

(b) receive for sale; and

(c) have in possession for sale; and

(d) display for sale; and

(e) cause or permit to be sold or offered for sale; and

(f) send, forward or deliver for sale; and

(g) dispose of by any method for valuable consideration; and

(h) dispose of to an agent for sale on consignment; and

(i) provide under a contract of service; and

(j) supply food as a meal or part of a meal to an employee in accordance with a term of an award governing the employment of the employee or a term of the employee's contract of service, for consumption by the employee at the employee's place of work; and

(k) dispose of by way of raffle, lottery or other game of chance; and

(l) offer as a prize or reward; and

(m) give away for the purpose of advertisement or in furtherance of trade or business; and

(n) supply food under a contract (whether or not the contract is made with the consumer of the food), together with accommodation, service or entertainment, in consideration of an inclusive charge for the food supplied and the accommodation, service or entertainment; and

(o) supply food (whether or not for consideration) in the course of providing services to patients in hospitals or prisoners in prisons; and

(p) sell for the purpose of resale.