

APPLICATION FOR CHANGE OF OWNERSHIP FOOD ACT 1984

FORM VALID FROM 1 JULY 2025 TO 30 JUNE 2026



The Food Act 1984 requires all food businesses to be registered with their local council. To start the process of changing an existing food business registration into your name, you need to complete this form. The existing business must have a current registration.

SECTION 1 - TO BE COMPLETED BY THE NEW PROPRIETOR

A **proprietor** must be a registered company (Pty Ltd), an individual/sole trader or a partnership. A trust is unable to be a registered proprietor of a food business.

PROPRIETOR DETAILS - IF REGISTERING AS A COMPANY

Company Name	<input type="text"/>		
Company Contact	Given Names <input type="text"/>	Family Name	<input type="text"/>
Position	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
ACN	<input type="text"/>	Email	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

PROPRIETOR DETAILS - IF REGISTERING AS A SOLE TRADER/PARTNERSHIP

Given Names	<input type="text"/>	Family Name	<input type="text"/>
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Mobile	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

PREMISES DETAILS

New Trading Name	<input type="text"/>	Registration No.	<input type="text"/>
Previous Trading Name	<input type="text"/>		
Address of Food Premises	<input type="text"/>		
Postal Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
ABN	<input type="text"/>		
Premises Phone No.	<input type="text"/>		

Are tobacco products sold? Yes No Vending Machine only

Does the premises have a liquor license? Yes No Type

SECTION 2 - CLASSIFICATION

Select your food premises classification as advised by your council:

Food Premises Classification Class 1 Class 2 Class 3A Class 3

If your food premises is a class 1 or 2, go to **section 3**.

If your food premises is a class 3A or 3, go to **section 4**.

SECTION 3 - FOOD SAFETY PROGRAM (FSP) FOR CLASS 1 AND 2 PREMISES

Will any of the following high-risk food handling processes be undertaken at the premises (please ✓ all applicable):

- sous vide cooking below 75 °C
- handling of potentially hazardous foods without temperature control as described in the Australia New Zealand Food Standards Code (the Code)
- acidified or fermented foods/drinks
- preparing ready-to-eat foods containing raw eggs
- preparing ready to eat raw or rare minced or chopped meats
- preparing ready to eat raw or rare poultry or game meats
- off-site catering
- any complex food process activity that does not use temperature control as described in the Code.

If you ✓ tick one or more, you must complete either:

Q1 Standard Food Safety Program or

Q2 Non Standard Food Safety Program, depending on the type of program used at your premises.

Class 1 premises must have a Non Standard Food Safety Program (Q2)

Q1 Do you have a Standard Food Safety Program)?

Yes NA - FSP exempt

No

Go to Q2 

Specify the type of Food Safety Program you have

FoodSmart

Other FSP template registered by the Secretary of Department of Health

Name of Program

Registered No. of Template

Q2 Do you have a Non-Standard Food Safety Program (Independent FSP)?

Yes

Name of Food Safety Program

No

Has the premises been audited by an approved food safety auditor?

Yes

Date of Audit

No

Go to section 5: Food Safety Supervisor

SECTION 4 - RECORDS FOR CLASS 3 PREMISES

By ticking this box, I acknowledge that I will ensure that the appropriate minimum records required under the Food Act for the premises will be kept.

Note: Class 3 warehouses and distribution centres are required to keep records.

SECTION 5 - FOOD SAFETY SUPERVISOR FOR CLASS 1, 2 AND 3A PREMISES ONLY

By ticking this box, I acknowledge that I will ensure that there is an appropriate food safety supervisor for the premises.

This nominated Food Safety Supervisor has the ability and authority to supervise other people who handle food in my business. Should my Food Safety Supervisor change, I agree to nominate another Food Safety Supervisor and notify Council in writing within 7 days of the new details (name, qualifications and experience).

FOOD SAFETY SUPERVISOR (FSS) CONTACT DETAILS (PERSON)

Given Names Family Name
Phone Email

SECTION 6 - FOOD RECALL/EMERGENCY CONTACT (FRC) DETAILS (PERSON)

Please tick if same as above

Given Names Family Name
Phone Email

SECTION 7 - DECLARATION

I understand and acknowledge that:

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

TO BE COMPLETED BY THE PROPRIETOR

Signature (applicant)

Print Name Date

Signature (applicant)

Print Name Date

Where the applicant is a company, the signature must be of an authorised officer of that company.

PAYMENT DETAILS

Amount to pay		
The cost of registration for a:		
		\$
(Size)	(Classification)	

ONLINE PAYMENTS

Upon submission of your completed form, you will receive a payment link via email. Payment can then be made online by credit card only.

Once payment is received your application will progress.

LODGEMENT DETAILS**✉ EMAIL**

health@melbourne.vic.gov.au

✉ POST

Community Wellbeing - Health
City of Melbourne
GPO Box 1603
Melbourne VIC 3001

FOR ENQUIRIES

Call (03) 9658 9658 or visit

[Register a food or beverage business | City of Melbourne](#)

FEE SCHEDULE FOR CHANGE IN OWNERSHIP OF EXISTING FOOD BUSINESS

	SMALL	MEDIUM	LARGE
CLASS 1	\$820	\$890	\$1,030
CLASS 2	\$820	\$890	\$1,030
CLASS 3/3A	\$710	\$820	\$900

This information is collected under the requirements of the Food Act 1984/ Public Health and Wellbeing Act 2008 for enforcement and public health purposes. It may be provided to the Department of Health & Human Services (DHHS) for the same purposes, and for statistical purposes related to the application of the Acts. It will be treated in compliance with the Privacy and Data Protection Act 2014 (PDPA) and the Information Privacy Principles contained in Schedule 1 of the PDPA. It will also be used to contact you concerning food safety initiatives, education and training provided by the City of Melbourne. Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information and will not disclose it to any external agencies unless required or authorised by law.

For details of external organisations to whom this personal information may be disclosed and to find out how to access or modify any personal information you have supplied please see Council's Privacy Policy Statement at melbourne.vic.gov.au