

CITY OF GREATER GEELONG
HEALTH SERVICES

**INFORMATION FOR
PURCHASING AN EXISTING
FOOD BUSINESS**

Before purchasing an existing food premises you will need to contact the Council's Health Services Unit to discuss your options.

In both options, below, an inspection will be carried out by Council Officers to determine the food safety compliance level of the premises.

The fee for Transfer of Registration under both options is the same.

Option 2 is generally used where the sale of the premises has not yet reached settlement date and both the incoming and out going proprietors will receive a copy of the officer's inspection report.

Please note: The officer's report will not cover the capability, functionality or compliance of gas or electric appliances and fittings, unless for instance during the inspection the officer notes that the refrigeration equipment for example was operating at a temperature above requirements.

If you have queries regarding these types of appliances you may wish to discuss this with staff from Energy Safe Victoria.

OPTION ONE – NO PRE SALE / TRANSFER INSPECTION

If you wish to transfer the Food Registration into your name and DO NOT want a pre-transfer inspection to be carried out, then you will need to contact the Health Services Unit for a Transfer of Registration form. This form will need to be signed by yourself and the current owner and then returned to the Health Services Unit with the appropriate fee.

At the time of transfer, the new owner may need to lodge the relevant pages from their Food Safety Program and a copy of the Food Safety Supervisors certificate. Should you require one, a hard copy of the Food Safety Program template can be provided to you. Please contact the Health Services Unit if you are unsure of your requirements in this regard.

An officer will then conduct a compliance assessment to ensure that you are complying with all aspects of the registration. Once the officer is satisfied that all requirements have been met then a Certificate of Transfer of Registration will be issued.

The registration period is from 1 January to 31 December each year. A renewal of registration will be sent to you approximately one month prior to end of the registration period. Inspections will be carried out throughout the year to ensure compliance.

OPTION TWO – REQUEST FOR PRE SALE / TRANSFER INSPECTION

Should you wish for an inspection to be carried out, you must complete the *Consent to Disclose Information* form. The purpose of a pre-transfer inspection is to determine if any work is required on the premises. This form must be signed by the person requesting the information and the current owner and should be returned to Council with the appropriate fee, as soon as possible.

An officer will then carry out an inspection of the premises and a list of items that need attending to will be sent to the current owner, with a copy going to the person requesting the information. The applicant will also receive a Transfer of Registration form, which will need to be signed by both parties and returned to Council with the appropriate fee.

At the time of transfer, the new owner may need to lodge the relevant pages from their Food Safety Program and a copy of the Food Safety Supervisors certificate. Should you require one, a hard copy of the Food Safety Program template can be provided to you. Please contact the Health Services Unit if you are unsure of your requirements in this regard.

A compliance assessment will be conducted shortly after opening to ensure compliance with the registration. Once the officer is satisfied that all requirements have been met then a Certificate of Transfer of Registration will be issued.

The registration period is from 1 January to 31 December each year. A renewal of registration will be sent to you approximately one month prior to end of the registration period. Inspections will be carried out throughout the year to ensure compliance.

I DID NOT ADVISE THE HEALTH SERVICES UNIT OF THE TRANSFER – WHAT DO I DO NOW?

If you weren't aware of your responsibility with regards to advising the Council of the change of ownership or have forgotten to do so, you must contact the Health Services Unit immediately.

A Transfer of Registration form will then be sent to you, which will need to be signed by yourself and the previous owner and returned to Council with the nominated fee, as soon as possible. If you are unable to locate the previous owner, please contact the Health Services Unit to discuss alternative arrangements.

Once the form is returned, you may need to lodge the relevant pages from the Food Safety Program and a copy of the Food Safety Supervisors certificate. Should you require one, a hard copy of the Food Safety Program template can be provided to you. Please contact the Health Services Unit if you are unsure of your requirements in this regard.

An officer will then conduct a compliance assessment to ensure that you are complying with all aspects of the registration. Once the officer is satisfied that all requirements have been met then a Certificate of Transfer of Registration will be issued.

The registration period is from 1 January to 31 December each year. A renewal of registration will be sent to you approximately one month prior to end of the registration period. Inspections will be carried out throughout the year to ensure compliance.

Information available from the Health Services Unit:

- Food Premises Specifications for Structural Design
- Mobile Food Guidelines
- Home Occupation Guidelines
- Bed and Breakfast Guidelines
- Food Labelling information
- Thermometer Supplier list
- Food Safety Supervisor requirements
- Tobacco legislation summary sheet
- Mechanical Exhaust Ventilation Specifications
- Gas Safety Information

Other useful sites:

www.health.vic.gov.au

www.foodstandards.gov.au/

For a copy of the *Food Act 1984*, visit

http://www.austlii.edu.au/au/legis/vic/consol_act/fa198457/

Please note: Council charges a commercial rate on land used for predominantly commercial activities. (i.e. where goods are made or services provided). Where the commercial activities are located with a predominantly residential land use, Council will apply a Mixed Use rate which is lower than the commercial rate but higher than the residential rate. The current rates are available in Councils Rating Strategy on the geelongaustralia.com.au website. For further information please contact Council's Financial Services on ☎ 5272 4650

If you require any further information or assistance you may contact the Health Services at the City of Greater Geelong on ☎ (03) 5272 4411.