

Sport and Recreation Fact Sheet: Food Registration



The Food Act 1984 requires all food businesses to be registered with the Council in whose area they are located.

Food businesses include all organisations that sell food, including community and sporting organisations, therefore all clubs who sell food must be registered with the City of Port Phillip to provide this service.

This fact sheet provides a brief overview of the food permitting process for community organisation, which includes sports clubs operating canteens on match days.

Do I need a food permit?

The Food Act groups food premises into different classes depending on the food safety risk associated with their food handling activities. There are different food safety requirements for each of the classes.

If your organisation sells any of the following types of food, you need to register with the City of Port Phillip:

- High risk foods which need correct temperature control at all times to keep them safe, such as:
 - salads, sandwiches, smoothies and fresh juice made on site;
 - casseroles, curries, etc which are cooked and held hot, or cooked, cooled and reheated.
- Unpackaged low risk foods, pre-packaged high risk foods or cook and serve foods such as:
 - biscuits, nuts, cereals and jams if removed from packaging;
 - prepacked high risk foods including cakes with cream fillings, meals, pies and sausage rolls;
 - barbecues including hamburgers, other meats or eggs cooked and served immediately

If your organisation sells only the following types of food, you need to notify the City of Port Phillip:

- Low risk activities including:
 - Cake stalls with packaged or covered cakes that do not contain fillings made from fresh cream or raw egg
 - Sausage sizzles (sausage, onion, bread, and sauce only)
 - Bottled jams or honey
 - Tea and coffee

How do I obtain a food permit?

Under the current system, one Council is responsible for approving your food handling operations and this will allow you to conduct food fundraising activities anywhere in Victoria. This Council is known as your principal Council and is the one in whose district your community group primarily prepares, stores and sells food.

There are separate registration processes for commercial food businesses and community groups who sell food to raise funds for charity or are a not-for-profit organisation.

Sports clubs, who are selling food to raise funds, are classified in one of the three categories above and must either register with your principal Council or notify your principal Council depending on the category.

Please contact the City of Port Phillip's Health Services Unit on 9209 6777 so that Council can assist you throughout the process and ensure your classification is correct and the right form is completed.