

# Class 3 food premises

## Minimum records checklist

**You are using this checklist because the council has decided that your food handling activity is being conducted at a class 3 food premises under the Food Act 1984.**

Class 3 food premises are required under the Food Act to keep certain records for 12 months to demonstrate compliance with some essential food safety practices. The records can vary, depending upon the type of activities that will be conducted at the class 3 food premises.

By answering the questions in this checklist, and going to the correct section in this list as directed, you can work out which record sheets must be completed for your food premises. This will ensure that you keep the right records.

If after you have read this checklist you are unsure about which records to complete, contact your council for advice.

<p><b>Is the food handling activity being conducted by a community group?</b></p> <p>A community group is:</p> <ul style="list-style-type: none"> <li>(a) a not for profit body; or</li> <li>(b) 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.</li> </ul> <p>The following are examples of community groups:</p> <p>Local sporting clubs, senior citizens groups, church groups, and fundraising activities for charities or other not for profit bodies.</p>	
<p>If <b>yes</b> continue to <b>Section 1</b> below</p> <p>If <b>no</b> go straight to <b>Section 6</b></p>	

<b>1</b>	<p><b>In your community group activity, are the majority of persons involved in the handling of the food volunteers?</b></p>
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<p>If <b>yes</b> continue to <b>Section 2</b> below</p> <p>If <b>no</b> because the majority of persons involved in the handling of food at your event are NOT volunteers go to <b>Section 5</b> below</p>	
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<b>2</b>	<p><b>Is the food handling activity going to take place at the premises/location for a maximum of two consecutive days at any one time?</b></p> <p>This activity can be conducted at any type of food premises. It can be a market stall, or at any other premises that the community group owns, leases or has permission to use from time to time (such as a sports club kiosk or the occasional use of a community hall) or a food van.</p> <p>It also does not matter if the activity is conducted only occasionally, or regularly during the course of</p>
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the year. The only question is the length of operation of the *event/activity*, when it is held.

If **yes** – the activity is for 1 or 2 days- continue to **Section 3**  
If **no** - because the event will take place for more than 2 days - go to **Section 4** below

**3** Your community group should use *Record Sheet C* to keep the applicable minimum records. This sheet applies to all types of food premises- including the use of a fixed premises on an on-going basis, market stalls, or food vans.

**4** Your community group is conducting a food handling activity for more than 2 days. Your group should use *Record Sheet D* to keep the applicable minimum records.  
  
This sheet applies to all types of food premises- including the use of a fixed premises on an on-going basis, market stalls, or food vans.

**5** You have reached **Section 5** because your community group is conducting a food handling activity (such as at an event) where the majority of persons involved in the handling of food are NOT volunteers.  
  
Different record sheets apply, depending upon whether your activity is being carried out at a “temporary food premises”, or at a fixed premises or a “mobile food premises”.  
**A temporary food premises** is-

- a tent, stall or other structure that is not permanently fixed to a site at which food is sold, or handled with the intention that it be sold; or
- a permanent structure not owned or leased by the food business at which food is handled for sale, or from which food is sold, by the food business on an occasional basis only. (For example, if your community group is using a community hall or has permission to set up tables at someone else’s premises to sell food for a few days.)

Many community group activities operate from a “temporary food premises”.

A **fixed premises** is a permanent building at which food is sold or handled for sale - typically a shop/site which the community group owns or leases.

A **mobile food premises** is a vehicle (including a van) *from which* food is sold or handled for sale. For example, a caravan from which food is sold or handled. (It does not include a vehicle which is *only* used to transport food - such as a delivery truck).

If your community group is operating from a **temporary food premises** you must use *Record Sheet B*.  
  
If it is operating from a **fixed premises** or a **mobile food premises** use *Record Sheet A*

**6** You have reached **Section 6** because you operate a for profit food business that your council has decided is a class 3 food premises.  
  
Do you operate the food business at a temporary food premises? A **temporary food premises** is –

- a tent, stall or other structure that is not permanently fixed to a site at which food is sold, or handled with the intention that it be sold; or
- a permanent structure not owned or leased by the food business at which food is handled for sale, or from which food is sold, by the food business on an occasional basis only. (For example, if you have permission to set up tables at someone else’s premises to sell food for a few days.)

**OR**

Are you operating from a fixed premises or a mobile food premises?

A **fixed premises** is a permanent building at which food is sold or handled for sale – typically a shop/site which the community group owns or leases.

A **mobile food premises** is a vehicle (including a van) *from which* food is sold or handled for sale. (It does not include a vehicle which is *only* used to transport food – such as a delivery truck).

If you are operating from a **temporary food premises** use *Record Sheet B*.

If you are operating from **fixed premises or mobile food premises** use *Record Sheet A*