BEFORE YOU APPLY

Please ensure the appropriate approvals from the City's Planning and Building Services sections have been obtained prior to lodging this application.

PROPRIETOR DETAILS

Name of proprietor(s):	
Corporate name (not a trust):	
Postal address:	

Email:	**ABN/ACN:**
Phone:	**Mobile:**
Primary language spoken:	**Number of equivalent full-time staff:**

PREMISES DETAILS

Trading name:
Previous trading name (*if you have taken over an existing premises*)**:**
Premises address:
Name of person in charge and title:

Business phone/mobile:	**Business email:**

Details of any other associated food premises (*e.g., food vehicle / warehouse / storage / manufacturing*)**:**

DESCRIPTION OF USE OF PREMISES (*please tick **all** the boxes that apply, there may be more than one*)

☐ **Primary production**	☐ **Snack bar/takeaway**
☐ **Manufacture/processor**	☐ **Caterer**
☐ **Retailer**	☐ **Hotel/motel/guesthouse**
☐ **Food service**	☐ **Pub/tavern**
☐ **Distributor/importer/wholesaler**	☐ **Canteen/kitchen**
☐ **Packer**	☐ **Hospital/nursing home**
☐ **Storage**	☐ **Childcare centre**
☐ **Transport**	☐ **Family day care**
☐ **Restaurant/café**	☐ **Home delivery**
☐ **Temporary food premises**	☐ **Meals-on-wheels**
☐ **Mobile food operator**	☐ **Animal food processing premises**
☐ **Market stall**	☐ **Retail pet meat shop**
☐ **Charitable or community organisation**	☐ **Other**_____

DESCRIPTION OF USE OF PREMISES CONTINUED

Please provide more details about your type of business (*for example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide maximum patrons estimate*).

Do you provide, produce or manufacture any of the following foods? *Please tick **all** boxes that apply.*

☐ **Prepared, ready to eat[1] table meals**

☐ **Frozen meals**

☐ **Raw meat, poultry or seafood (e.g., oysters)**

☐ **Processed meat, poultry or seafood**

☐ **Fermented meat products**

☐ **Meat pies, sausage rolls or hot dogs**

☐ **Bread, pastries or cakes**

☐ **Egg or egg products**

☐ **Dairy products**

☐ **Sandwiches or rolls**

☐ **Soft drinks/juices**

☐ **Raw fruit and vegetables (uncut)**

☐ **Processed fruit and vegetables**

☐ **Confectionary**

☐ **Infant or baby foods**

☐ **Prepares salads**

☐ **Other**_____

NATURE OF FOOD BUSINESS

To be answered by all businesses:	Yes	No
Are you a small business[2]?	☐	☐
Is the food that you provide, produce or manufacture ready to eat[1] when sold to the customer?	☐	☐
Do you process[3] the food that you produce or provide before sale or distribution?	☐	☐
Do you directly supply or manufacture food for organisations that cater to vulnerable persons[4]?	☐	☐
To be answered by manufacturing/processing businesses only:	**Yes**	**No**
Do you manufacture or produce products that are not shelf stable[5]?	☐	☐
Do you manufacture or produce fermented meat products such as salami?	☐	☐
Do you manufacture sprouted seed?	☐	☐
Do you manufacture or produce dairy products (e.g., cheese, yoghurt, ice cream)?	☐	☐
Do you manufacture or produce ready to eat manufactured meat?	☐	☐

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[1] 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

[2] Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector.

[3] Process, in relation to food, means activity conducted to prepare food for sale including, chopping, cooking, drying, fermenting, heating, pasteurising or a combination of these activities.

[4] Standard 3.3.1 Australia New Zealand Food Standards Code – Organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (hospitals, nursing homes or childcare centres). **A Food Safety Program may be required to be submitted to the City for assessment and approval**.

[5] Shelf stable means non-perishable food with a shelf life of many months to years.

NATURE OF FOOD BUSINESS (CONTINUED)		
To be answered by food service and retail business only (*including charitable and community organisations, market stall and temporary food premises*)**:**	**Yes**	**No**
Do you sell ready to eat food at a different location from where it is prepared?	☐	☐

DOCUMENTS REQUIRED

Submit the following documents with your application:

☐ **To-scale and annotated floor plan of the premises including toilets, bin area/enclosure, and liquid waste disposal area**

☐ **Material finishes of floor, wall, ceiling, and equipment (e.g., stainless steel)**

☐ **A copy of food and drink menu**

Manufacturers only:

☐ **Detailed recipes (including ingredients)**

☐ **Evidence of food product shelf-life testing (To be tested by a NATA-accredited laboratory)**

☐ **Food product labels**

☐ **Food recall plan**

HOURS OF OPERATIONS

Monday:	**Friday:**
Tuesday:	**Saturday:**
Wednesday:	**Sunday:**
Thursday:	

FURTHER DOCUMENTS

Upon assessment of your application, further information may be requested. For example:

- Copy of Food Safety Supervisor Certificate (for Category One and Category Two food businesses)
- Copy of food safety training certificate or relevant qualification for all food handlers
- Food Safety Program (for businesses providing food to vulnerable population)

DECLARATION

☐ **I, the applicant, declare that the information contained in this application is true and correct in every particular.**

☐ **I understand that my application will not be processed until the application fee is paid in full.**

Full Name:	**Position:**
Signature:	**Date:**

FEES	
Please refer to the Schedule of Fees and Charges - https://www.nedlands.wa.gov.au/council/rates-fees-and-charges/citys-fees-and-charges.aspx	

FURTHER INFORMATION	
Food Act 2008	https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_3595_homepage.html
Food Regulation 2009	https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_11233_homepage.html
Food Standards Australia New Zealand	https://www.foodstandards.gov.au/
Australia New Zealand Food Standards Code	https://www.foodstandards.gov.au/food-standards-code/legislation
City of Nedlands	https://www.nedlands.wa.gov.au/city-services/public-and-environmental-health/food
City of Nedlands Local Laws (Health, and Trading in Public Places)	https://www.nedlands.wa.gov.au/council/governance/local-laws.aspx
Starting a food business in WA – Department of Health	https://www.health.wa.gov.au/Articles/S_T/Starting-a-food-business-in-WA
Food Safety Supervisor	https://www.foodstandards.gov.au/business/food-safety/food-safety-supervisor
Food Safety Supervisor training course	https://www.health.wa.gov.au/articles/f_i/food-safety-supervisor-training-course

FREE FOOD SAFETY TRAINING
To help food businesses ensure their staff have the necessary skills and knowledge, the City of Nedlands provides FREE access to food safety training. The FoodSafe Online program is available at https://www.nedlands.wa.gov.au/food-safety-training.aspx.
Please contact the City's Environmental Health team on (08) 9273 3500 if you require any assistance or further information.