

NOTE FOR APPLICANTS

Notification and supporting documents must be submitted at least ten (10) business days before attending an event via email to health@nedlands.wa.gov.au

PROPRIETOR/BUSINESS DETAILS

Name of proprietor(s):

Name of business:

ABN:

Premises address:

Local government authority the food business is registered with:

Email:

Postal address:

Phone number:

Mobile number:

Food business type:

☐ Food stall

☐ Mobile food vehicle - Vehicle make:

Registration number:

Primary language spoken:

Number of equivalent full-time staff:

TRADING LOCATION

Event name:

Address of event:

Date(s) of event:

Times of operation:

DESCRIPTION OF USE OF PREMISES

(please tick all the boxes that apply, there may be more than one)

☐ Primary production

☐ Manufacture/processor

☐ Retailer

☐ Food service

☐ Distributor/importer/wholesaler

☐ Packer

☐ Storage

☐ Transport

☐ Restaurant/café

☐ Temporary food premises

☐ Mobile food operator

☐ Snack bar/takeaway

☐ Caterer

☐ Hotel/motel/guesthouse

☐ Pub/tavern

☐ Canteen/kitchen

☐ Hospital/nursing home

☐ Childcare centre

☐ Family day care

☐ Home delivery

☐ Meals-on-wheels

☐ Animal food processing premises

<input type="checkbox"/> Market stall	<input type="checkbox"/> Retail pet meat shop	
<input type="checkbox"/> Charitable or community	<input type="checkbox"/> 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 the 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.		
<input type="checkbox"/> Prepared, ready to eat ¹ table meals	<input type="checkbox"/> Sandwiches or rolls	
<input type="checkbox"/> Frozen meals	<input type="checkbox"/> Soft drinks/juices	
<input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters)	<input type="checkbox"/> Raw fruit and vegetables (uncut)	
<input type="checkbox"/> Processed meat, poultry or seafood	<input type="checkbox"/> Processed fruit and vegetables	
<input type="checkbox"/> Fermented meat products	<input type="checkbox"/> Confectionary	
<input type="checkbox"/> Meat pies, sausage rolls or hot dogs	<input type="checkbox"/> Infant or baby foods	
<input type="checkbox"/> Bread, pastries or cakes	<input type="checkbox"/> Prepares salads	
<input type="checkbox"/> Egg or egg products	<input type="checkbox"/> Other _____	
<input type="checkbox"/> Dairy products		

NATURE OF FOOD BUSINESS		
To be answered by all businesses:	Yes	No
Are you a small business ² ?	<input type="checkbox"/>	<input type="checkbox"/>
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?	<input type="checkbox"/>	<input type="checkbox"/>
Do you process ³ the food that you produce or provide before sale or distribution?	<input type="checkbox"/>	<input type="checkbox"/>
Do you directly supply or manufacture food for organisations that cater to vulnerable persons ⁴ ?	<input type="checkbox"/>	<input type="checkbox"/>
To be answered by manufacturing/processing businesses only:	Yes	No
Do you manufacture or produce products that are not shelf stable ⁵ ?	<input type="checkbox"/>	
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/>	<input type="checkbox"/>

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)

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

DECLARATION

I being the person making this application declare that the information contained in this application is true and correct in every particular, and the following documents accompany this application:

- ☐ Copy of valid Food Business Registration Certificate
- ☐ Copy of valid Food Safety Supervisor Certificate (for Category One and Category Two food businesses)
- ☐ Food vehicle/stall layout

Full name:	Position:
Signature:	Date:

IMPORTANT INFORMATION

Food Event Notifications and all supporting documents must be submitted at least ten (10) business days prior to the event. Late submissions may not be processed, and trading without fulfilling the Food Act notification requirements may result in enforcement action.

It is the food businesses responsibility to comply with the legislation requirements. To assist businesses meet the requirements, the City has developed a number of guideline information sheets. Proprietors should refer to these guidelines to ensure what is being proposed will be acceptable.

FACT SHEETS, GUIDELINES AND OTHER INFORMATION:

Additional information, including fact sheets and guidelines on food handling and food safety, may be found on the following websites:

Department of Health – <https://www.health.wa.gov.au/Health-for/Licensing-and-industry/Food>
Food Standards Australia New Zealand – <https://www.foodstandards.gov.au/>
City of Nedlands – <https://www.nedlands.wa.gov.au/>

LEGISLATION REQUIREMENTS:

Food Act 2008 - https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_3595_homepage.html
Food Regulations 2009 - https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_s41122.html&view=consolidated
Australia New Zealand Food Standards Code - <https://www.foodstandards.gov.au/food-standards-code>
The City of Nedlands Local Laws (Health, and Trading in Public Places) - <https://www.nedlands.wa.gov.au/council/governance/local-laws.aspx>

FREE FOOD SAFETY TRAINING:

To assist food businesses in meeting the requirements of ensuring their staff have sufficient skills and knowledge, the City of Nedlands provides access to free food safety training. The FoodSafe Online course can be accessed via <https://www.nedlands.wa.gov.au/food-safety-training.aspx>.

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Nedlands Environmental Health Services on 9273 3500.