



Food Business Notification/ Registration Form
Food Act 2008

Please tick one of the following

- Registering new food business
- Amending particulars/details or change in ownership of existing business
- Amending current food provided

Proprietor/Business details

Proprietor Name _____
(Full names or corporate name)

Postal Address _____

ABN/ACN _____

Phone _____ A/H _____ Fax _____

Email _____

Primary language spoken _____ Number of equivalent full time staff _____

Premises details

Trading Name _____

Address of Premises (if food vehicle provide details of where the vehicle is garaged, or if temporary food business, details of where business is to be operated from)

Phone _____

Email _____

Name of person in charge and title (if different from proprietor)

Details of food vehicle (make, model, registration plate)

Details of any associated premises (if an event, include the name, date and time of event):



Description of use of premises

Please tick **all** boxes that apply (there may be more than one)

- | | |
|---|---|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Hotel/motel/guesthouse/B&B |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Pub/tavern |
| <input type="checkbox"/> Food service | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Hospital/nursing home |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Childcare centre |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Temporary food premises |
| <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Mobile food operator |
| <input type="checkbox"/> Snack bar/takeaway | <input type="checkbox"/> Market stall |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Meals-on-wheels | <input type="checkbox"/> Other _____ |

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)

Description of type of food on offer

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"/> Confectionary |
| <input type="checkbox"/> Frozen Meals | <input type="checkbox"/> Infant or baby food |
| <input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters) | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Dairy products |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Soft drinks/juice | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Processed fruit and vegetables | <input type="checkbox"/> _____ |



Documentation required to be submitted with this form

Where the food business intends to operate from a new food premises or make any alteration to any existing food premises, an *Application for food premises alteration/fit-out* form shall be submitted with this form. A separate fee applies. Additional guidance material:

- *Food business development guideline*
- *Food premises fit-out checklist*
- *Mobile food premises fit-out guide for operators*

Nature of food business

	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 ¹ 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"/>	<input type="checkbox"/>
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/>	<input type="checkbox"/>

To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):

	Yes	No
Do you sell ready-to-eat food at a different location from where it is prepared?	<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, pasteurizing 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 child care centres)

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



Hours of operation

Monday	Friday
Tuesday	Saturday
Wednesday	Sunday
Thursday	

Food business contact details in event of food recall

First name		
Last name		
Phone	A/H:	Fax:
Email		

Please note

Should you be registering a **new food business** or **amending current food provided** please ensure a copy of your food menu is included with this form.

It is also recommended to include any certificates from food safety training you may have completed.

It is a requirement of the *Food Act 2008* that this form be completed in full. Failure to do so will delay the registration of your food business.

Declaration:

I, the person making this application declare that (tick appropriate)

- the information contained in this application is true and correct in every particular;
 - And**
 - a Registration fee is enclosed with this application (applicable to all new food businesses);
 - OR**
 - a Notification fee is enclosed with this application (applicable to exempt food businesses or existing food businesses re-notifying)
- As prescribed fees under a Government Act, they are GST exempt*

Signature of applicant: _____

Position held: _____

In the case of a company, the signing officer must state their position in the company

Date: _____

Final Inspection:

Prior to commencing operations it is recommended that an inspection of the food business by Health Services is undertaken. There is no additional fee for this inspection and it will ensure your premises are compliant and helps avoid the need for rectification work whilst trying to operate. To arrange an inspection please contact 9273 3500.

Important Information:

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 – www.public.health.wa.gov.au

Food Standards Australia New Zealand – www.foodstandards.gov.au City of Nedlands – www.nedlands.wa.gov.au

Legislation Requirements:

Food Act 2008 (available from the State Law Publisher at www.slp.wa.gov.au)

Food Regulations 2009 (available from the State Law Publisher www.slp.wa.gov.au)

Australia New Zealand Food Standards Code (available from FSANZ www.foodstandards.gov.au)

City of Nedlands Health Local Laws 1997 (available from City's website www.nedlands.wa.gov.au)

City of Nedlands Trading in Public Places Local Law 2000 (available from City's website www.nedlands.wa.gov.au)

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 free food safety training. The "I'M ALERT" food safety program is available at www.nedlands.imalert.com.au or via the City's website at www.nedlands.wa.gov.au

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

Lodging this form:

Email	Scan and email to council@nedlands.wa.gov.au	Fax	Fax to 08 9273 3670
Mail	Post to City of Nedlands PO Box 9 NEDLANDS WA 6909	In person	71 Stirling Hwy Nedlands WA

OFFICE USE ONLY			
Registration:	<input type="checkbox"/> Granted	<input type="checkbox"/> Refused	
		Officer initial	Date
Notification fee paid FA FEE to 54701.1517.12	Receipt No.		
Registration fee paid FA FEE to 54701.1517.12	Receipt No.		
Risk assessment completed & attached			
Annual risk assessment fee raised			
Certificate of Registration printed			