

Food Act 2008



Notification/Registration Form

Proprietor/Business details

Proprietor Name:		
Postal Address:		
ABN:		
Phone:	A/H:	Fax:
Email:		
Primary language spoken:	Number of equivalent full time staff:	

Premises details (if food vehicle/temporary food business please provide details of where the vehicle is garaged)

Trading Name:
Community Group/Organisation:
Address of Premises:
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:

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 |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Pub/tavern |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Distributor/importer | <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)

Do you provide, produce or manufacture any of the following foods

Please tick **all** boxes that apply

- | | |
|---|---|
| <input type="checkbox"/> Prepared, ready to eat table meals | <input type="checkbox"/> Raw fruit and vegetables |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Processed fruit and vegetables |
| <input type="checkbox"/> Raw meat, poultry or seafood (i.e oysters) | <input type="checkbox"/> Confectionary |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Dairy products |
| <input type="checkbox"/> Soft drinks/juices | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Wine / Beer etc |

Nature of food business	YES	NO
Are you a small business? ¹		
Is the food that you provide, produce or manufacture ready-to-eat ² 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		

¹ Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

² Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold

³ Processed food means food that undergone treatment resulting in a substantial change in the original state of the food. *Standard 1.3.1 Australian New Zealand Food Standards Code.*

Process in relation to food, means activity conducted to prepare food for sale including, chopping, cooking, drying, fermenting, heating, pasteurising, thawing and washing, or a combination of these activities. *Standard 3.2.2 Australian New Zealand Food Standards Code.*

⁴ *Standard 3.3.1 Australia New Zealand Food Standards Code*

To be answered by manufacturing/processing businesses only:	YES	NO
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready-to-eat food at a different location from where it is prepared?		

Hours of operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Recall contact:

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

Declaration:

I, the person making this application declare that:

- the information contained in this application is true and correct in every particular
- I am aware of my obligation to notify the Shire of any change to the location, management, operation or activities of the food business

Signature of applicant: _____

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

Date: _____

Note, for those food business that are required to be registered an annual fee is applicable and is reviewed annually as part of the Shires Fees and Charges Schedule.