



PURPOSE OF APPLICATION

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

PROPRIETOR/BUSINESS DETAILS

Name of proprietor(s):

Full names or corporate name (not a trust):

Email:

ABN:

Postal address:

Phone number:

Mobile number:

Primary language spoken:

Number of equivalent full time staff:

PREMISES DETAILS

Trading name:

Premises address:

Vehicle make:

Vehicle model:

Vehicle registration plate:

Phone:

Email:

Name of person in charge and title:

Details of associate premises:

DESCRIPTION OF USE OF PREMISES (please tick all the boxes that apply, there may be more than 1)

- | | |
|---|--|
| <input type="checkbox"/> Primary production | <input type="checkbox"/> Snack bar/takeaway |
| <input type="checkbox"/> Manufacture/processor | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Hotel/motel/guesthouse |
| <input type="checkbox"/> Food service | <input type="checkbox"/> Pub/tavern |
| <input type="checkbox"/> Distributor/importer/wholesaler | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Hospital/nursing home |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Childcare centre |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Family day care |
| <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Temporary food premises | <input type="checkbox"/> Meals-on-wheels |
| <input type="checkbox"/> Mobile food operator | <input type="checkbox"/> Animal food processing premises |
| <input type="checkbox"/> Market stall | <input type="checkbox"/> Retail pet meat shop |
| <input type="checkbox"/> Charitable or community organisation | <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 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"/> 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 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 not shelf stable ⁵ ?	<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 child care centres)

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 manufacturing/processing businesses only:	Yes	No
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 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?	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTATION REQUIRED TO BE SUBMITTED WITH FORM		
<p>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:</p> <ul style="list-style-type: none"> ▪ Food business development guideline ▪ Food premises fit-out checklist ▪ Mobile food premises fit-out guide for operators 		
HOURS OF OPERATIONS		
Monday:	Friday:	
Tuesday:	Saturday:	
Wednesday:	Sunday:	
Thursday:		
FOOD BUSINESS CONTACT DETAILS IN EVENT OF FOOD RECALL		
Full Name:		
Phone:	After hours:	
Email:		
PLEASE NOTE		
<p>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.</p> <p>It is a requirement of the <i>Food Act 2008</i> that this form is to be completed in full. Failure to do so will delay the registration of your food business.</p>		
DECLARATION		
<p>I being the person making this application declare that (tick appropriate):</p> <ul style="list-style-type: none"> <input type="checkbox"/> The information contained in this application is true and correct in every particular <input type="checkbox"/> A notification fee is enclosed with this application (applicable to exempt food businesses or existing food business re-notifying) 		
Full Name:	Position:	

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.