



Food Act 2008

Food Business Notification / Registration Form

Please tick one of the following

- Registering a new food business.
- Change in ownership of existing premises.
- Amending current food provided.

Proprietor/Business details

Name of Proprietor: _____

Trading name of food business: _____

ABN: _____

Business address: _____

Suburb: _____ Telephone: _____

Email: _____ Fax: _____

Business postal address: _____

Suburb: _____ Postcode: _____

Details of nominated contact / manager

Name: _____

Residential address: _____

Suburb: _____ Postcode: _____

Telephone: H _____ W _____ M _____

Email: _____ Fax: _____

Nature of food business

You are required to notify the City of Subiaco of any changes to the information provided below. The new information must be provided before the changes occur.

(a) What is your business type?

Please tick all boxes that apply

- | | |
|---|---|
| <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"/> Market stall |
| <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Snack bar/takeaway | <input type="checkbox"/> Meals-on-wheels |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Mobile food operator |

Other (please specify) _____

(b) Please provide more detail about your business type.
(For example: butcher, bakery, seafood processor, service station, deli.)

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 | <input type="checkbox"/> Confectionery |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Fermented meat, poultry or seafood | <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 (Please Specify) _____ | |
-
-
-

What is the nature of your food business?

To be answered by all businesses:

- (a) Are you a small business*? Yes No
- (b) Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer? Yes No
- (c) Do you process* the food that you produce or provide before sale or distribution? Yes No
- (d) Do you directly supply or manufacture food for organisations that cater to sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or childcare centres)? Yes No

To be answered by manufacturing/processing businesses only:

- (e) Do you manufacture or produce products that are not shelf-stable*? Yes No
- (f) Do you manufacture or produce fermented meat products, such as salami? Yes No

To be answered by food service and retail businesses only:

(Includes charitable and community organisations, market stalls and temporary food premises)

(g) Do you sell ready-to-eat* food at a different location from where it is prepared? Yes No

* Refer to definitions below.

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.

Ready-to-eat food means food that is ordinarily consumed in the same state as that 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.

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

Small business is a business that employs less than 50 people in the manufacturing sector or which employs less than 10 people in the food service sector.

Hours of operation

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

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.

Should you be **taking over an existing food business**, ensure a cancellation form has been submitted by previous owner/operator.

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.

Signature of proprietor: _____ Date: _____

OFFICE USE ONLY

Registration: Granted Refused

_____ Date: _____
Authorised Officer

- Application fee paid
- Registration fee paid
- Risk assessment completed & attached
- Annual risk assessment fee raised
- Certificate of registration printed

| Officer Initial | Date |
|-----------------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Administration Centre: 241 Rokeby Road, SUBIACO WA 6008 **Postal address:** PO Box 270, SUBIACO WA 6904
Phone: (08) 9237 9222 **Fax:** (08) 9237 9200 **Email:** city@subiaco.wa.gov.au **Website:** www.subiaco.wa.gov.au