

Food Business Registration Form

Food Act 2008 - Part 9 - Section 110

FOOD BUSINESS DETAILS

Name of food business:

Address of food premises (or where food vehicle/trailer is garaged in the Town of Bassendean):

Shop/Unit No: **Street No:** **Street Name:**

Suburb: **Postcode:**

Business postal address:

Business phone: **Business email:**

Contact Person (full name): **Mr / Mrs / Ms /Miss:**

APPLICANT DETAILS

ABN: **ACN:**

Company name (must be Pty/Ltd):

OR

Individual first/middle names: **Surname:**

The above names must match the ABN/ACN. Trustees cannot be registered

Residential address (including postcode):

Mobile phone:

Alternative contact person name and email address:

MANAGER DETAILS (if different from applicant)

First name: **Surname:**

Email: **Phone:**

BUSINESS TYPE



- Fixed location** (e.g. restaurant, lunch-bar, canteen)
- Shared premises** (commercial kitchen hire / subletting from another food business)
- Mobile food business** (e.g. caterer, food vehicle / trailer, market stall operator)
- Home business – low risk activities only e.g. biscuits, jams, cakes** (no cream/custard)

APPLICATION TYPE

New food business YES NO

Existing food business (no structural alterations or changes to equipment) YES NO

Existing food business (structural/equipment alterations will be undertaken) YES NO

For any construction or alteration /refurbishment:

- **Is planning approval required?** YES NO **Application No.** _____
- **Is a building permit required?** YES NO **Application No.** _____

Purchasing an existing food business: YES NO

If you are purchasing an existing food business and want to change the approved activities for food types:

What activities are you proposing to change/add? _____

What food types are you proposing to change/add? _____

BUSINESS DESCRIPTION

Please provide a brief description of your food business type, cuisine, and food handling activities, e.g. butcher, baker, café etc (storage, preparation, cooking, transport etc):

Please tick all categories that are applicable:

- | | |
|--|--|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Restaurant/Cafe |
| <input type="checkbox"/> Distributor/importer | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Retailer (no food processing) | <input type="checkbox"/> Food vehicle |
| <input type="checkbox"/> Packer / Storage | <input type="checkbox"/> Canteen (school, club) |
| <input type="checkbox"/> Lodging house/B&B/Guesthouse | <input type="checkbox"/> Home occupation (low risk foods) |
| <input type="checkbox"/> Aged care provider/nursing home | <input type="checkbox"/> Deli / convenience store |
| <input type="checkbox"/> Hotel/tavern/bar (full restaurant service) | <input type="checkbox"/> Bakery / patisserie |
| <input type="checkbox"/> Bar (low risk food service/drinks) | <input type="checkbox"/> Butcher |
| <input type="checkbox"/> Fishmonger/ seafood processor | <input type="checkbox"/> Family Day Care |
| <input type="checkbox"/> Function centre | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Home delivery service | <input type="checkbox"/> Greengrocer |
| <input type="checkbox"/> Other (please specify) _____ | |

Do you provide, produce or manufacture any of the following foods? Tick all that apply

- | | |
|---|---|
| <input type="checkbox"/> Raw meat, poultry or seafood | <input type="checkbox"/> Frozen meals |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Processed meat, poultry or seafood |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Meat pies, sausage rolls or hotdogs |
| <input type="checkbox"/> Prepared ready to eat table meals | <input type="checkbox"/> Soft drinks, juices |
| <input type="checkbox"/> Raw fruit & vegetables | <input type="checkbox"/> Processed fruit & vegetables |
| <input type="checkbox"/> Confectionary | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Bread, pastries, cakes | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Dairy products | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Other (please detail): _____ | |

FOOD SAFETY SKILLS AND KNOWLEDGE

Details of food safety training course and relevant food industry experience

Do all food handling and service staff have adequate skills and knowledge of the Food Standards Code requirements? **YES** **NO**

It is a requirement that staff can demonstrate they have adequate food safety skills and knowledge. If no training has been undertaken, the Town offers free online training called I'm ALERT (www.bassendean.imalert.com.au)

OTHER DETAILS

Is this a small business? (less than 50 people in the manufacturing sector or less than 10 people in the food service sector) < YES < NO

Is the food business a charitable, not-for-profit or community organisation? < YES < NO
If yes, please provide copy of proof

Is the food you produce, provide or manufacture ready to eat when sold to the customer?
(ordinarily consumed in the same state as in which it is sold) < YES < NO

Do you process the food that you produce or provide before sale or distribution?
(e.g. chop, cook, dry, ferment, heat, thaw, etc) < YES < NO

Do you supply or manufacture food for organisations that cater to vulnerable persons e.g. elderly or children? < YES < NO
If yes, you are required to have a *Food Safety Program* in accordance with *Food Safety Standard 3.3.1*

Do you sell ready to eat food at a different location from where it is prepared?
e.g. markets, events? < YES < NO

Is all the cooking conducted from this premises? < YES < NO
If food is prepared in another premises please provide details including address.

Do you manufacture or produce products that are not shelf stable? < YES < NO

Do you manufacture or produce fermented meat products such as salami? < YES < NO

HOURS OF OPERATION

Monday	Tuesday	Wednesday
Thursday	Friday	Saturday
Sunday	Public Holidays	

APPLICANT DECLARATION

I, the applicant, declare that the information contained in this application is true and correct in every particular.

First Name:

Surname:

Position (if company):

Signature:

Date:

FLOOR PLANS

Floor plans to be submitted with all new constructions, alterations to existing food businesses, changes to equipment and home businesses, temporary food businesses:

- Must be 1:100 or 1:200 scale for entire property to the boundaries and include elevations.
- Clearly indicate the use of every section / room including toilets, external bin store and grease trap, finishes of the walls, floors and ceilings; all equipment, sinks, fixtures and fittings.
- Temporary or mobile food businesses must show layout, water supply power supply, all equipment, fixtures and fittings.

CHECKLIST

For efficient processing of your form, please ensure all sections are completed, all required documentation is attached, and payment details are provided upon submission of this form.

- Floor plans to scale (for new construction/alterations or change to equipment)
- Proof of charity/not-for-profit/incorporated status
- Food recall procedure

In addition to the above, all home food businesses/market stall operators are required to supply the following:

- Product labelling if packaged foods are to be sold
- Menu / complete list of foods proposed to be made in premises.
- Recipes including ingredients and manufacturing process
- Cleaning and sanitising procedures.

SUBMISSION OF APPLICATION

Forms can be lodged by:

- **Email:** mail@bassendean.wa.gov.au
- **In person:** **Town of Bassendean, 35 Old Perth Rd Bassendean**
- **By post to:** **Town of Bassendean**
PO Box 87
BASSENDEAN WA 6934

PAYMENT

PAYMENT METHOD:

Payment can be made at our by cash, EFTPOS, cheque, money order (make payable to Town of Bassendean) or by credit card

IN PERSON:

Town of Bassendean Customer Service Centre is located at 35 Old Perth Road, Bassendean.

BY MAIL:

Post to PO Box 87, BASSENDEAN WA 6934

- For cheque payments, please make payable to the Town of Bassendean

AMOUNT PAYABLE:

Refer to Town of Bassendean's current Fees and Charges.