**Food Act 2008 -** Food Business Registration/Notification

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| **FOOD BUSINESS DETAILS** | | | |
| (Trading as) Name of food business:  *Please ensure this is the same as your ABN/Company “****trading as****” name* | | | |
| Address of food premises (or where food vehicle/trailer is garaged in the Town of Victoria Park):  Shop/Unit No. Street No. Street Name  Suburb Postcode  Shopping centre name: | | | |
| Business postal address: |  | | |
| Business phone: |  |  | Business email: |
| Contact person (full name): |  | | |

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| **APPLICANT DETAILS (either a Company OR a person)** |
| ABN: ACN: |
| Company name (**must** be Pty Ltd):  OR(**not both**)  Individual first/middle names: Surname:  *The above names must match the ABN/ACN.* ***Trustees*** *cannot be registered.* |
| Residential address: Suburb & postcode: |
| Mobile phone (if different from business mobile): |
| Alternative contact person name and email address: |
| Primary language spoken: |
| If English is your second language, do you need or have someone available who can interpret for you?  Yes  No  *If no, the Town will assist if possible to provide verbal or written interpretation however it is the responsibility of the applicant to ensure they understand the requirements of the relevant legislation.* |

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| **MANAGER DETAILS (if different from applicant)** | | |
| First Name: | Surname: | |
| Email: |  | Phone: |

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| **BUSINESS TYPE ü** |
| Fixed location (e.g. restaurant, manufacturing business)  Fixed location - shared premises (hiring a commercial kitchen or subletting from another food business)  Mobile food business (e.g. caterer, food vehicle, market stall operator, food trailer/cart)  Home occupation (please provide a copy of your Planning approval) - low risk activities only e.g. cakes (no fresh cream/custard), biscuits, jams, chutneys |

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| **APPLICATION TYPE** |
| New food business (brand new construction)  Yes  No |
| Existing food business (structural/equipment alterations **will be** undertaken)  Yes  No |
| Existing food business (**no** structural alterations or changes to equipment)  Yes  No |
| For any construction or alteration/refurbishment:   * is planning approval is required?  Yes  No Application number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * is a building permit required?  Yes  No Application number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   *Activities and operations may be limited by the conditions of a planning approval granted under the provisions of the Town of Victoria Park Town Planning Scheme. Please check with the Town’s Planning Services for the approved use. Home occupations may require planning approval.* |
| If you are purchasing an existing food business:  Date of transfer of ownership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Are you changing the trading name?  Yes  No  If yes, what was the previous trading name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If you are operating an existing business and want to change the approved activities or food types:  What activities are you proposing to change/add?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  What food types are you proposing to change/add?  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **BUSINESS DESCRIPTION** |
| **Please provide a brief description of your food business type, cuisine and food handling activities.**  *(eg butcher, baker, cafe, restaurant etc) (storage, preparation, cooking, refrigeration, transport etc):* |

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| **BUSINESS DESCRIPTION (continued)** |
| **Please tick all categories that are applicable:**  *Premises listed here will be registered with the Town of Victoria Park and will be inspected regularly.*  Nursing home/aged care provider  Childcare centre  Manufacturer  Family Day Care  Caterer  Function Centre  Restaurant/café  Deli/Convenience  Supermarket  Takeaway/Lunch Bar  Home delivery service  Hotel/Tavern/Bar (full restaurant service)  Food vehicle  Lodging house/B&B/guest house  Canteen (school/club)  Bar (low risk food service/drinks)  Storage only (low risk packaged foods/drinks)  Bakery/Patisserie  Greengrocer  Butcher  Retailer (no food processing)  Fishmonger/seafood processor  Home occupation (low risk foods)  Distributor/importer  Health food shop  Other (please list)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Premises listed here will only be required to notify the Town (adhoc inspections)*  Bookshop serving refreshments  Hairdresser / Beautician providing refreshments  Newsagency (packaged goods only)  Pharmacy (packaged goods only)  Post Office (packaged goods only)  Video Store (packaged goods only)  Liquor Store (packaged good only)  Wholesaler of fresh fruit and vegetables only  Other: |
| **Do you provide, produce or manufacture any of the following foods? (*tick all that are applicable)***  Prepared, ready to eat**2** table meals  Frozen meals  Pate, Aged Meat, Sushi, Chinese style BBQ**\***  Raw egg products i.e. mayonnaise, custard, tiramisu**\***  Raw meat, poultry or seafood (e.g. oysters)  Processed meat, poultry or seafood  Fermented meat products  Meat pies, sausage rolls or hot dogs  Sandwiches or rolls  Soft drinks / juices  Raw fruit and vegetables  Processed fruit and vegetables  Confectionary  Infant or baby foods  Bread, pastries or cakes  Egg or egg products  Dairy products  Prepared salads  Packaged ready to eat food (**please detail what foods you will package and provide copies of all labels**):    Other (please detail):  ***\*These items will require a food safety process to be provided (an EHO will assist you with this)*** |

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| **FOOD SAFETY SKILLS AND KNOWLEGDE** |
| **Every** staff member who handles food must have been provided relevant training – provide details of each food handling staff member you employ and what food safety training course they have completed  ***Please note:*** *the Town offers* ***free*** *online training called I’m Alert* [*www.victoriapark.imalert.com.au*](http://www.victoriapark.imalert.com.au) *that you can use if you’d like.*  At **least 1 staff member** has to be a qualified **Food Safety Supervisor** - provide details of who this person is, and evidence that they completed the training  Food Standards Code 3.2.2A (which comes into force on 8 December 2023) requires that food safety records be kept for 3 months. Each of the below topics will require you to keep a record showing that you are complying with these requirements. Therefore please provide copies of the records/process you propose to take to record such information:   * receival temperature of food * store food under temperature control * processing food microbiological kill step * minimum time out of temp control (if no further kill step) * cooling food: within two hours – from 60oC to 21oC; and within a further four hours – from 21oC to 5oC * rapid heating of cooled food * displaying potential hazardous food under temperature control * transporting of potential hazardous food under temperature control * Cleaning and sanitising of eating and drinking utensils and food contact surfaces of equipment   Record keeping templates are available from various sources including [Food Standards Australia New Zealand template examples (DOCX 93KB)](https://www.foodstandards.gov.au/publications/SiteAssets/pages/safefoodaustralia3rd16/APPENDIX%208%20Templates-%20for%20WEB%20PAGE%20ONLY%20-%20double%20versions.docx). Businesses can develop their own or adapt and amend existing templates to suit their needs. |

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| **OTHER DETAILS** |
| Is this a small business**1**?  Yes  No |
| Is the food business a charitable, not-for-profit or community organisation?  Yes  No  *If yes, proof is required to be submitted with application.* |
| Is the food that you provide, produce or manufacture ready-to-eat**2** when sold to the customer?  Yes  No |
| Do you process3 the food that you produce or provide before sale or distribution?  Yes  No |
| Do you directly supply or manufacturer food for organisations that cater to vulnerable persons?  Yes  No  e.g. children or the elderly  *If yes, your business must 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?  Yes  No  e.g markets, events |
| Are you seeking to utilise the Town’s footpaths for outdoor dining or other infrastructure?  Yes  No  *If yes you are required to apply for a Free Trade Area permit through Technical Services.* |
| **Manufacturers only:**  Provide details (and copies of each label) for each packaged food product that you manufacture.  Do you manufacture or produce products that are not shelf stable?  Yes  No  Do you manufacture or produce fermented products such as salami?  Yes  No |

**Definitions:**

1. **Small business** 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 foods that is ordinarily consumed in the same state as in which it is sold.
3. **Process** (in relation to food) is an activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, thawing and washing, or a combination of these activities.

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| **HOURS OF OPERATION** | | |
| Monday | Tuesday | Wednesday |
| Thursday | Friday | Saturday |
| Sunday |  | |

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| **FOOD RECALL CONTACT DETAILS (MANUFACTURERS ONLY):** | |
| First Name: | Surname: |
| Position: | |
| Phone: (business hours) | (after hours) |
| Email: | |

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| **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: |

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| **CHECKLIST** **ü** |
| Business plan documenting food safety controls  Floor plans to scale (for any new construction/alterations or change to equipment)\*  Food safety training certificates for all food handlers and Food Safety Superviros  Proposed full or sample menu  Proof of charity/not-for-profit/incorporated status  **Manufacturers only:**   * detailed recipes (including quantities of ingredients used) * detailed manufacturing process explanations with temperature and time used for each process step * food storage details (e.g. dry, cold, frozen) * cleaning and sanitising procedures * product shelf life determination (recommended to be done by a NATA accredited laboratory) * product labels * food recall procedure |
| **Other information may be requested by an Environmental Health Officer as necessary.** |

**\*Plans:**

* must be to 1:100 or 1.200 scale of the entire property to the boundaries and include elevations.
* Clearly indicate the use of every section/room including toilets, external bin store and grease trap (if applicable); finishes of the walls, floors and ceilings; all equipment, sinks, fixtures and fittings.
* Temporary or mobile premises must show layout, water supply, power supply, all equipment, fixtures and fittings.

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| **FEE & PAYMENT INFORMATION** | | **Fee** |
| **Notification/registration** | Notification fee (including exempted food businesses1) | $55 |
| **Plan/proposal assessments** | Application fee for assessment of plans or business proposals | $190 |
| **Registered food business**  **Annual service fee2** | High risk | $545 |
| Medium risk | $400 |
| Low risk | $160 |
| Lodging houses serving food to lodgers | N/A |
| Family day care | $65 |
| **Registered food business**  **(Shared premises businesses)**  **Annual service fee3** | Administration fee for renewal every 6 months | $75 |
| Use of premises is 3 or less days per week | $115 |
| Use of premises is 4-7 days per week | $240 |
| **Re-inspection fee** | Non-compliances requiring follow-up inspection  (Fee per additional inspection) | $100 |
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Your food business will be risk assessed according to the information provided. You will be invoiced for the following fees (pro-rata from date of approval and then the full fee annually there-after).

1. **Exempt Food Businesses** - (in relation to *Food Regulations 2009*):

* Are conducted solely for charitable or community purposes and prepare non-potentially hazardous foods or foods that, after being appropriately cooked, are served for immediate consumption (*regulation 10* );
* Sell certain packaged food (*regulation 11*);
* Provide complimentary drinks in conjunction with another kind of business (*regulation 12*);
* Form part of premises registered under the Commonwealth Export Control Act 1982 (*regulation 13*).

1. **Change of ownership –** If afood business changes ownership a new application and registration is required. A pro-rata fee will be charged for the new owner until the end of the financial year.
2. **Shared premises businesses** - Examples are users of a hired commercial kitchen or subletting of kitchen from another registered food business.

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| **SUBMISSION OF APPLICATION** |

Forms can be lodged by:

* email to [**admin@vicpark.wa.gov.au**](mailto:admin@vicpark.wa.gov.au)
* in person at Administration Office, 99 Shepperton Rd, Victoria Park WA 6100
* by post to:

Environmental Health Services - Town of Victoria Park

Locked Bag 437

VICTORIA PARK WA 6979

**For any enquiries relating to food business notification or registration, please contact**

**Environmental Health Services on 9311 8111 or email** [**admin@vicpark.wa.gov.au**](mailto:admin@vicpark.wa.gov.au)