

## Food Act 2008 – Application to Operate a Food Business from a Residential Premises

This Form is to also be used for the purposes of satisfying the requirements under the *Food Act 2008* of a food business to Notify and Register with the Local Authority.

### Food Business Details

Name of Proprietor (in full)		
Trading Name of Premise (in full):		
Address of Premise:		
Postal Address (if different from above):		
Phone: Business Hours	A/Hours	Fax
Email:		
ABN/ACN:		
Languages spoken: <input type="checkbox"/> English <input type="checkbox"/> Other (specify):		
Number of equivalent full time staff (including yourself):		
Are any staff members not members of your household?		Yes / No / NA
Describe any proposed alterations to the residence:		
How often will clients or customers be visiting the premise:		
Describe the nature and frequency of deliveries to and from the premise:		

### Which categories best describe your proposed business activities?

Please tick **all** boxes that apply (there may be more than one)

- |  |  |
|--|--|
| <input type="checkbox"/> Food Manufacturer/processor<br><input type="checkbox"/> Food Packaging<br><input type="checkbox"/> Distributor<br><input type="checkbox"/> Storage<br><input type="checkbox"/> Food Transport<br><input type="checkbox"/> Other (provide details) _____ | <input type="checkbox"/> Farm stay / Home stay / Bed and Breakfast<br><input type="checkbox"/> Family Day Care (please indicate the no of children supervised____)<br><input type="checkbox"/> Caterer<br><input type="checkbox"/> Charitable or Community Organisation<br><input type="checkbox"/> Mobile Food Operator |
|--|--|

## What type of foods are prepared on the premise?"

Please tick **all** boxes that apply (there may be more than one)

- Jams
- Cakes, biscuits, muffins and flour products which do not contain potentially hazardous food such as cream
- Cake Decorating (eg traditional wedding cakes using traditional marzipan decoration only)
- Chutneys, relishes and sauces that are heat treated by boiling or cooking
- Herb vinegars with a pH of less than 4.5
- Repackaging of bulk packaged low risk food products
- Pickled onions
- Food prepared as part of a Bed and Breakfast or similar operation
- Other (provide details) \_\_\_\_\_

### Additional Information:

Your application must include the following:

1. A plan of the residence indicating areas used for food preparation and other associated uses.
2. A complete ingredients list and preparation method for each food.
3. Details of storage conditions for raw ingredients and finished product.
4. Details of your pest control program.
5. Details of how you will determine shelf life of each product.
6. Details of where the products will be sold.
7. How the food will be transported.
8. Copies of food labels to be used
9. Fees as applicable.

### Lodging your Application:

In Person: City of Wanneroo Administration Centre, 23 Dundobar Road, Wanneroo

By Mail: Locked Bag 1, Wanneroo WA 6946

By Fax: 9405 5499

PLEASE NOTE: INCOMPLETE APPLICATIONS MAY BE DELAYED

### Declaration:

I, the person making this application declare that:

- the information contained in this application is true and correct in every particular.

**Signature of applicant:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_

<b>OFFICE USE ONLY</b>	<b>Food Premise Reference No</b>			
<b>Food Premise Risk Assessment</b>	<input type="checkbox"/> <b>High</b>	<input type="checkbox"/> <b>Medium</b>	<input type="checkbox"/> <b>Low</b>	<input type="checkbox"/> <b>Exempt</b>
<b>Fees Paid (GL: 617821.8999.122)</b>	<b>Amount:</b>	<b>Date:</b>	<b>Receipt No:</b>	<b>Cashiers ID:</b>

**NB: For new premises a \$125 application and \$125 inspection fee is applicable to all new applications except Exempt Premises**