

Food Business Notification and Registration Form



Food Act 2008

✓ Please tick the appropriate box

Online form also available on City's Website

- Registering a new food business with main premise based in the City of Wanneroo
- Change of Ownership for existing food business (fees apply as per new application)
- Notification of an existing food business already registered with another Council but intending to trade in the City of Wanneroo
- Updating Details (only for updating business name, postal address or business activities)

Office Use Only: Online Ref

Attachments must be included as per checklist page 4

Contact Details

Name of Proprietor/s (as per ABN):

ABN/ACN:

Business Postal Address:

Phone:

Mobile:

Email:

Food Premises Details

Name of Food Business (in full):

Main Address of Premises: *For mobile food businesses please provide details of where the vehicle is garaged, or if temporary food business, details of where business is to be operated from. If located outside of the City of Wanneroo, then a copy of your local authority's registration certificate must also be supplied.*

Is your premise within a residential property Yes No

Some residential kitchens are not suitable for the preparation of potentially hazardous foods. An EHO will assess the information provided herein to determine if your proposed business is suitable. You will also require planning approval.

Are you a charitable or non-for-profit organisation Yes No

Details of organization:

Details of food vehicle (make, model, registration plate, if applicable): *Layout plan to be provided as per additional information section of this form.*

Food Recall Contact Person:

Name:

Phone:

Email:

Languages spoken: English Other (specify)

Number of equivalent full time staff:

Hours of Operation: (Main Business Location)

Monday

Friday

Tuesday

Saturday

Wednesday

Sunday

Thursday

Food Business Information

Business Type *Please tick one only*

- | | |
|---|---|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Hotel/Motel/Guesthouse/B&B |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Pub/Tavern/Licensed Premises |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Butcher | <input type="checkbox"/> Bakery |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Fruit and Vegetable |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Frozen Food |
| <input type="checkbox"/> Distributor/importer | <input type="checkbox"/> Hospital/nursing home |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Childcare. No. of children _____ |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Home Delivery |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Mobile food operator |
| <input type="checkbox"/> Restaurant/Café | <input type="checkbox"/> Market stall |
| <input type="checkbox"/> Fast Food Takeaway/Snack Bar | <input type="checkbox"/> Temporary food premises |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Meals-on-wheels | <input type="checkbox"/> Other _____ |

Brief Description of food business operations/activities: *For example: bakery – preparing and baking bread, pastries, cakes, pies and sausage rolls. Pies and sausage rolls heated for direct sale).*

Do you provide, produce or manufacture any of the following foods?

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

- | | |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat table meals | <input type="checkbox"/> Processed fruit and vegetables |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters) | <input type="checkbox"/> Confectionary |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Fermented meat products | <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"/> Other: _____ |
| <input type="checkbox"/> Raw fruit and vegetables | _____ |

Nature of food business

Are you a small business ¹ ?	Yes	No
Is the food that you provide, produce or manufacture ready-to-eat ² when sold to the customer?	Yes	No
Do you process ³ 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 perons ⁴ ?	Yes	No

To be answered by manufacturing/processing businesses only

Do you manufacturer or produce products that are not shelf stable ⁵ ?	Yes	No
Do you manufacture or produce fermented meat products such as salami?	Yes	No

Physical: 23 Dundobar Road, WANNEROO WA 6065 **Postal:** Locked Bag 1, WANNEROO WA 6946

Ph: (08) 9405 5000 **Fax:** (08) 9405 5499 **Email:** health@wanneroo.wa.gov.au

Alternate Trading Locations

To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):

Mobile/Temporary traders are to use this section to notify the City of their intended trading locations. Please use additional sheets if required.

Event Name & Date/s	Event Location	Contact
		Contact Name: Contact Ph: Email:
		Contact Name: Contact Ph: Email:
		Contact Name: Contact Ph: Email:

* Temporary/Mobile Food Businesses proposing to trade on Council owned land, outside of an approved event or hired venue will also be required to submit an Application for Trading in Public Places available via the City's website.

In addition, if trading on private land not of your control, written permission from the owners must be submitted. The proposed land must also hold correct planning approval for the intended use.

Lodging your Application

Online: Via the City's website at <https://www.wanneroo.wa.gov.au/foodregistration>

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

By Mail: Locked Bag 1, Wanneroo WA 6946

By Email: health@wanneroo.wa.gov.au

****Please allow up to 14 days for application to be processed****

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: _____

¹ 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 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.

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 Vulnerable Persons as defined in Standard 3.3.1 *Australia New Zealand Food Standards Code* eg Child Care Centres,

⁵ Food Standards Australia New Zealand (FSANZ) defines shelf stable as non-perishable food with a shelf life of many months to years, while perishable food is not shelf stable. Perishable foods are those likely to spoil, decay or become unsafe to consume if not kept refrigerated at 5 °C or below or frozen. Examples of foods that must be kept refrigerated for safety include meat, poultry, fish, dairy products, and all cooked food.

⁶ An Exempt Food Business is one of the following:

- Food business is conducted to raise money solely for purposes that are of a charitable or community nature; any food handled in the course of conducting the food business is not potentially hazardous food; or after being appropriately cooked, is provided by the food business for immediate consumption.
- Food business consists solely of selling food that is not potentially hazardous food and that cannot be handled in the course of conducting the food business because the food is contained in a closed package.
- Food business consists solely of providing complimentary drinks in conjunction with another business conducted at those premises that is not a food business.

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Attachment Checklist

All Food Businesses:

- Design and Fit-out specifications of the premise
- Floor Plan: including layout, elevations, equipment specifications and finishings; and
- Sample Menu (*required to assist in risk rating of premises*)

Manufacturing and/or Residential Food Businesses:

- A complete ingredients list and preparation method for each food
- Copies of food labels where products are to be sold as packaged goods
- Food Recall procedures
- Details of storage conditions for raw ingredients and finished product
- Details of how you will determine shelf life of each product (recommended to be done by NATA Accredited Laboratory)
- Details of cleaning and sanitising procedures
- Details of your pest control program
- Details of where the products will be sold
- How the food will be transported

Food Premises registered with alternate Local Council

- Copy of Food Act 2008 Registration Certificate from local authority.
- Copy of Public Liability Insurance Certificate of Currency



Fees

New Food Business based in the City of Wanneroo (except Exempt Premises ⁶)	\$300.00
Change of Ownership for existing food business	\$300.00
Notification fee (Registered with another Council, intending to trade in City of Wanneroo <i>Temporary/Mobile Food Businesses proposing to trade on Council owned land, outside of an approved event or hired venue will also be required to submit an Application for Trading in Public Places available via the City's website.</i>)	\$31.50
Exempt Food Business ⁶	\$0.00

⁶ An officer will assess your business based on the information provided in this application to determine if you are deemed an exempt food business. An Exempt Food Business is one of the following:

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Credit Card Payments (please note, payments by credit card incur a surcharge of 0.57% (inc GST))

Card Holder:	 <input type="checkbox"/>  <input type="checkbox"/>
Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Expiry Date:
Fee Payable: \$	
Signature:	Date: