

Food Business Registration / Notification

Food Act 2008

Food Regulations 2009

Australia New Zealand Food Standards Code

Prior to lodging this form –

1. Ensure the appropriate approvals from the Shire's Planning and Building Services have been obtained (when applicable).

Development Application Number

Building Permit Number

2. Read our Guide: [Fit-Out or Construction of a Food Business](#), it is designed to assist you in completing this form.

Food Business Proprietor's Details

The Proprietor is the individual/s (e.g. sole trader/partnership) or body corporate (e.g. proprietary limited company) legally responsible for the business. An ABN registered to a Trustee is not considered a legal entity for the purposes of the *Food Act 2008*.

Proprietor Name

ABN / ACN

Postal Address

Business Phone

Mobile

Email

Signature *Proprietor*

Date

☐ I give my permission for the Shire to update me with food business related information.

Food Business Details

Food Business Trading Name

Previous Trading Name

Address of Premises

Name and title of person responsible for day-to-day operations

How many full-time employees do you intend to employ?

Details of any other associated food premises including address

e.g. food vehicle (make, model, registration plate) / warehouse / manufacturing

Is this premises being used by another food business?

☐ Yes ☐ No

If yes, provide name and contact details below

Is this a proposed home food business?

☐ Yes ☐ No

Primary Use of the Premises

Please tick the boxes relevant to this application.

<input type="checkbox"/> Canteen/school	<input type="checkbox"/> Hospital/nursing home	<input type="checkbox"/> Packer
<input type="checkbox"/> Caterer	<input type="checkbox"/> Hotel/motel/guesthouse	<input type="checkbox"/> Restaurant/Café
<input type="checkbox"/> Charitable organisation	<input type="checkbox"/> Importer	<input type="checkbox"/> Retailer
<input type="checkbox"/> Childcare centre	<input type="checkbox"/> Licensed premises/pub/tavern	<input type="checkbox"/> Snack bar/takeaway
<input type="checkbox"/> Club/Community group	<input type="checkbox"/> Manufacturer/processor	<input type="checkbox"/> Storage
<input type="checkbox"/> Distributor	<input type="checkbox"/> Meals-on-wheels	<input type="checkbox"/> Temporary food stall
<input type="checkbox"/> Family Day Care	<input type="checkbox"/> Mobile food vehicle	<input type="checkbox"/> Transport
<input type="checkbox"/> Home Delivery	<input type="checkbox"/> Market stall	<input type="checkbox"/> Other _____

Food Business Description

Describe your food business.

Food Types That Will Be Provided

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

<input type="checkbox"/> Prepared, ready-to-eat food	<input type="checkbox"/> Confectionary
<input type="checkbox"/> Frozen meals	<input type="checkbox"/> Infant or baby foods
<input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters)	<input type="checkbox"/> Bread, pastries or cakes
<input type="checkbox"/> Processed meat, poultry or seafood	<input type="checkbox"/> Egg or egg products
<input type="checkbox"/> Fermented meat products / ready to eat meats	<input type="checkbox"/> Dairy products
<input type="checkbox"/> Meat pies, sausage rolls or hot dogs	<input type="checkbox"/> Prepared salads
<input type="checkbox"/> Sandwiches or rolls	<input type="checkbox"/> Soft drinks/juices
<input type="checkbox"/> Raw fruit and vegetables	<input type="checkbox"/> Processed fruits and vegetables
<input type="checkbox"/> Other _____	

Nature of Business

Tick yes/no as appropriate.

Yes

No

Do you process the food you produce or provide before sale or distribution?

☐
☐

'Process' means an activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, thawing and washing, or a combination of these activities.

Do you supply or manufacture food for organisations that cater to vulnerable persons?

☐
☐

'Vulnerable persons' e.g. aged care or child care facilities.

Manufacturing / Processing

Do you manufacture or produce any of the following?

Yes

No

Below six (6) questions are for manufacturing / processing businesses only.

Non-shelf-stable products?

☐
☐

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

Fermented meat products such as salami or other manufactured meats

☐
☐

Please provide a list.

Fermented products such as vegetables, beverages?

☐
☐

See [Risk Assessment and Legislative Requirements for Fermented Foods Guidelines](#)

Sprouted seed?

☐
☐

Dairy products?

☐
☐

e.g. cheese, yoghurt, ice cream.

Do you manufacture or produce food containing raw eggs?

☐
☐

e.g. aioli, hollandaise, tiramisu.

Food Standard 3.2.2A - Food Safety Practices and General Requirements

Tick your relevant food business category

Category 1

☐

Unpackaged potentially hazardous food, processed into ready-to-eat food.

Category 2

☐

Food retailers that handle and sell unpackaged ready-to-eat, potentially hazardous food but do not make or process it.

Document Checklist - food Manufacturers / Importers / Distributors

The following three (3) items are required for manufacturers, importers or distributors only.

Manufacture procedure for each product <i>e.g. heat treatment and acidification.</i> <i>Detailed recipes, including full ingredient list and method of preparation including time and temperature control for each proposed food type.</i>	<input type="checkbox"/>
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Manufacturers' evidence of shelf-life testing <i>Verification of date markings is required by a NATA accredited laboratory.</i>	<input type="checkbox"/>
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Food recall plan	<input type="checkbox"/>
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Document Checklist

The following documents must be attached, PDF format preferred.

Incomplete applications will not be accepted.

ABN registration or ASIC company registration certificate	<input type="checkbox"/>
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Proposed menu	<input type="checkbox"/>
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Food safety qualifications (Food Safety Supervisor / Food Handling Training)	<input type="checkbox"/>
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Food safety plan <i>Required for food businesses that serve or process ready-to-eat food to vulnerable people; seafood businesses (primary production/processing); and for businesses producing manufactured and fermented meats.</i>	<input type="checkbox"/>
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Examples of labelling	<input type="checkbox"/>
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Floor Plan & Elevations <i>Clear to scale plans indicating finishes, fixtures, fittings & core layout.</i>	<input type="checkbox"/>
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