

# Shire of Esperance Food Notification/Registration Form

Food Act 2008



Notification  Registration  Change Food Business Activity

## PROPRIETOR DETAILS

Name			
Postal Address			
Phone		Phone (Mobile)	
Email Address			
ABN Number			

## BUSINESS DETAILS

Trading Name							
Business Address							
Postal Address							
Phone		Phone (Mobile)					
Email Address							
Preferred Contact							
Number of Full Time Equivalent Staff							
Estimated number of persons engaged in the preparation, manufacturing, processing, cooking or serving of meals							
Hours of Operation	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

## DESCRIPTION OF USE OF PREMISES (PLEASE TICK ALL THAT APPLY)

<input type="checkbox"/>	Manufacturer/Processor	<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Hotel/Motel/Guest House
<input type="checkbox"/>	Pub /Tavern	<input type="checkbox"/>	Food Service	<input type="checkbox"/>	Canteen/Kitchen
<input type="checkbox"/>	Distributor/Importer	<input type="checkbox"/>	Hospital/Nursing Home	<input type="checkbox"/>	Packer
<input type="checkbox"/>	Childcare Centre	<input type="checkbox"/>	Storage	<input type="checkbox"/>	Home Delivery
<input type="checkbox"/>	Transport	<input type="checkbox"/>	Temporary Food Premises	<input type="checkbox"/>	Restaurant/Café
<input type="checkbox"/>	Mobile Food Operator	<input type="checkbox"/>	Snack Bar / Bakery	<input type="checkbox"/>	Market Stall
<input type="checkbox"/>	Caterer	<input type="checkbox"/>	Charitable/Community Organisation	<input type="checkbox"/>	Meals-on-Wheels
<input type="checkbox"/>	Other				

## LOCATION WHERE FOOD IS PREPARED AND STORED (PLEASE TICK ALL THAT APPLY)

<input type="checkbox"/>	Commercial Premises	Address			
<input type="checkbox"/>	Residential Premises	Address			
<input type="checkbox"/>	Food Van	Garaged Address			
<input type="checkbox"/>	Food Transport Vehicle	Garaged Address			
Vehicle Make		Vehicle Model		Registration	

## OFFICE USE ONLY

Receipt Code	594	Notification Fee	\$60.00	Receipt Number	
		Registration Fee	\$165.00		
	500	Surveillance Fee (pro rata)			

\*\*Fees are valid for the 2019/2020 financial year only.

**WILL YOU PROVIDE, PRODUCE OR MANUFACTURE ANY OF THE FOLLOWING? (PLEASE TICK ALL THAT APPLY)**

Prepared, ready-to-eat meals	Meat pies, sausage rolls, hot dogs	Dairy
Frozen meals	Sandwiches, rolls	Prepared salads
Raw meat, poultry or seafood	Confectionary	Soft drinks, juices
Processed meat products	Infant or baby foods	Raw fruit or vegetables
Fermented meat products	Eggs or egg products	Processed fruit or vegetables

**WILL YOU PROVIDE, PRODUCE OR MANUFACTURE ANY OF THE FOLLOWING? (PLEASE TICK ALL THAT APPLY)**

Aioli	Bean Sprouts	Dried Cured Meats
Fermented Foods (Kombucha)	Hollandaise	Oysters
Pate	Sushi	Tiramisu

**CHECKLIST OF REQUIRED INFORMATION**

Application for planning consent (if required)
Detailed plan of premises showing:
<ul style="list-style-type: none"> <li>• A floor plan showing the size and use of all rooms</li> </ul>
<ul style="list-style-type: none"> <li>• Finishes of floors, walls, ceilings, benches, shelves and other surfaces</li> </ul>
<ul style="list-style-type: none"> <li>• Lighting and electrical installations (types and location)</li> </ul>
<ul style="list-style-type: none"> <li>• Location and cross sectional details of fixtures and fittings, including construct materials</li> </ul>
<ul style="list-style-type: none"> <li>• Plumbing design details including location of sink/s, floor wastes/bucket traps, grease traps and sanitary conveniences</li> </ul>
<ul style="list-style-type: none"> <li>• Refrigeration details showing locations of freezers, chillers, cool rooms, display fridges etc</li> </ul>
<ul style="list-style-type: none"> <li>• Position of exhaust canopies with details and specifications of hood fabrication and performance</li> </ul>
<ul style="list-style-type: none"> <li>• Details of refuse facilities (rubbish bins, bin storage areas)</li> </ul>
<ul style="list-style-type: none"> <li>• Toilets and change rooms (including disabled facilities where required)</li> </ul>
<b>Food businesses such as restaurant, cafes</b> are required to provide
<ul style="list-style-type: none"> <li>• A menu</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of food handler training (Food Standards Code Standard 3.2.2 Clause 3(1))</li> </ul>
<b>Food businesses intending to manufacture food</b> , including those preparing and handling low risk foods for sale from home, are required to provide:
<ul style="list-style-type: none"> <li>• Detailed recipes (including quantities of ingredients)</li> </ul>
<ul style="list-style-type: none"> <li>• Manufacturing process explanations with temperature and time used for each cooking step</li> </ul>
<ul style="list-style-type: none"> <li>• Food storage details</li> </ul>
<ul style="list-style-type: none"> <li>• Cleaning procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Product shelf life determination (recommended to be determined by a NATA accredited laboratory)</li> </ul>
<ul style="list-style-type: none"> <li>• Details of product labelling</li> </ul>
<ul style="list-style-type: none"> <li>• Food recall procedure</li> </ul>
<ul style="list-style-type: none"> <li>• Evidence of food handler training (Food Standards Code Standard 3.2.2 Clause 3(1))</li> </ul>

**DECLARATION**

I, the undersigned, declare that the information contained in this application is true and correct

<b>NAME</b>		<b>SIGNATURE</b>		Date	
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