



## D - BUSINESS TYPE



1. Fixed location (e.g. restaurant, manufacturing business) ☐
2. Fixed location – Shared Premise Name \_\_\_\_\_  
(hiring a commercial kitchen or subletting from another food business) ☐
3. Mobile food business (e.g. caterer, food vehicle, market stall operator, food trailer/cart) ☐
4. Home occupation (please provide a copy of your Planning approval) - low risk activities only e.g. cakes (no fresh cream/custard), biscuits, jams, chutneys ☐

## E - APPLICATION TYPE

1. New food business (brand new construction) ☐ Yes ☐ No
2. Existing food business (structural/equipment alterations **will be** undertaken) ☐ Yes ☐ No
3. Existing food business (**no** structural alterations or changes to equipment) ☐ Yes ☐ No
4. For any construction or alteration/refurbishment:
  - is planning approval 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.*

5. If you are purchasing an existing food business – you **must not** commence trading till you have approval from the Town:

Date of settlement of ownership: \_\_\_\_\_

**Proposed "commencement of trading" date:** \_\_\_\_\_

Are you changing the trading name? ☐ Yes ☐ No

If yes, what was the previous trading name? \_\_\_\_\_

- '6. 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?

7. What food types are you proposing to change/add?

## F - BUSINESS DESCRIPTION

**1. 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):

**2. Please tick all categories that are applicable:**

*Premises listed here will be registered with the Town of Victoria Park and will be inspected regularly.*

- |  |   |
|--|---|
| <input type="checkbox"/> Nursing home/aged care provider               | <input type="checkbox"/> Childcare centre                           |
| <input type="checkbox"/> Manufacturer                                  | <input type="checkbox"/> Family Day Care                            |
| <input type="checkbox"/> Caterer/ Home delivery service                | <input type="checkbox"/> Food service                               |
| <input type="checkbox"/> Restaurant/café/take away                     | <input type="checkbox"/> Hotel/Tavern/Bar (full restaurant service) |
| <input type="checkbox"/> Mobile food vendor (i.e. Food truck/stall)    | <input type="checkbox"/> Lodging house/B&B/guest house              |
| <input type="checkbox"/> Canteen/Church/Sports Club                    | <input type="checkbox"/> Bakery/Patisserie                          |
| <input type="checkbox"/> Storage only (low risk packaged foods/drinks) | <input type="checkbox"/> Distributor/importer                       |
| <input type="checkbox"/> Home occupation (low risk foods)              |   |

☐ Other (please list) \_\_\_\_\_

*Premises listed here will only be required to notify the Town (ad hoc inspections)*

- |  |  |
|--|--|
| <input type="checkbox"/> Bookshop serving refreshments     | <input type="checkbox"/> Hairdresser / Beautician providing refreshments |
| <input type="checkbox"/> Newsagency (packaged goods only)  | <input type="checkbox"/> Pharmacy (packaged goods only)                  |
| <input type="checkbox"/> Post Office (packaged goods only) | <input type="checkbox"/> Liquor Store (packaged good only)               |
| <input type="checkbox"/> Other: _____                      |  |

**3. Do you provide, produce or manufacture any of the following foods? (tick all that are applicable)**

- |   |   |
|---|---|
| <input type="checkbox"/> Prepared, ready to eat <sup>2</sup> table meals  | <input type="checkbox"/> Frozen meals   |
| <input type="checkbox"/> Pate, Aged Meat, Sushi, Chinese style BBQ*   | <input type="checkbox"/> Raw egg products i.e. mayonnaise, custard, tiramisu* |
| <input type="checkbox"/> Raw meat, poultry or seafood (e.g. oysters)  | <input type="checkbox"/> Processed meat, poultry or seafood                   |
| <input type="checkbox"/> Fermented meat products*   | <input type="checkbox"/> Meat pies, sausage rolls or hot dogs                 |
| <input type="checkbox"/> Sandwiches or rolls  | <input type="checkbox"/> Soft drinks / juices                                 |
| <input type="checkbox"/> Raw fruit and vegetables   | <input type="checkbox"/> Processed fruit and vegetables                       |
| <input type="checkbox"/> Confectionary  | <input type="checkbox"/> Infant or baby foods                                 |
| <input type="checkbox"/> Bread, pastries or cakes   | <input type="checkbox"/> Egg or egg products                                  |
| <input type="checkbox"/> Dairy products   | <input type="checkbox"/> Prepared salads                                      |
| <input type="checkbox"/> 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)**

## G - FOOD SAFETY SKILLS AND KNOWLEDGE

1. **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.

2. For most business (please check with us) at least 1 person is required to be a qualified **Food Safety Supervisor**. Provide:

- details of who this person is \_\_\_\_\_
- Evidence that they have completed the training \_\_\_\_\_
- Date attained \_\_\_\_\_

You can open your phone's camera and scan the below QR Code. It will take you to a video explaining the requirements of the Food Standards Code 3.2.2A.



This code requires that food safety records be kept for 3 months. Each of the below items you are required to keep records showing compliance. 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 60°C to 21°C; and within a further four hours – from 21°C to 5°C
- 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 \(DOCX 93KB\)](#). Businesses can develop their own or adapt and amend existing templates to suit their needs.

## H - OTHER DETAILS

1. Is this a small business <sup>1</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the food business a charitable, not-for-profit or community organisation? <i>If yes, proof is required to be submitted with application.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the food that you provide, produce or manufacture ready-to-eat <sup>2</sup> when sold to the customer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you process <sup>3</sup> the food that you produce or provide before sale or distribution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Do you directly supply or manufacturer food for organisations that cater to vulnerable persons? e.g. children or the elderly <i>If yes, your business must have a Food Safety Program in accordance with Food Safety Standard 3.3.1.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Do you sell ready-to-eat food at a different location from where it is prepared? e.g markets, events	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Are you seeking to utilise the Town's footpaths for outdoor dining or other infrastructure? <i>If yes you are required to apply for a Free Trade Area permit through Technical Services.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>8. Manufacturers only:</b> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you manufacture or produce fermented products such as salami? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Definitions:

- 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*.
- Ready-to-eat** means foods that is ordinarily consumed in the same state as in which it is sold.
- 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.

## I - HOURS OF OPERATION

Monday	Tuesday	Wednesday
Thursday	Friday	Saturday
Sunday		

## J - FOOD RECALL CONTACT DETAILS (MANUFACTURERS ONLY):

1.First Name:	2.Surname:
3.Position:	
4.Phone: (business hours)	(after hours)
5.Email:	

## K - APPLICANT DECLARATION

I, the applicant, declare that the information contained in this application is true and correct in every particular.	
1.First Name:	2.Surname:
3.Position (if company):	
4.Signature:	5.Date:

#### L- SUPPORTING DOCUMENTS THAT MUST BE ATTACHED

- |  |                          |
|--|--------------------------|
| 1. Documenting food safety controls (i.e. temperature logs, food safety process etc.)              | <input type="checkbox"/> |
| 2. Floor plans showing all equipment, fixtures/fittings (must be labelled) *                       | <input type="checkbox"/> |
| 3. Food Safety Supervisor Certificate (where required)   | <input type="checkbox"/> |
| 4. Food safety training certificates for all handlers  | <input type="checkbox"/> |
| 5. Proposed full or sample menu  | <input type="checkbox"/> |
| <b>6. Manufacturers only:</b>  |                          |
| • detailed recipes (including quantities of ingredients used)                                      | <input type="checkbox"/> |
| • detailed manufacturing process explanations with temperature and time used for each process step | <input type="checkbox"/> |
| • food storage details (e.g. dry, cold, frozen)  | <input type="checkbox"/> |
| • cleaning and sanitising procedures   | <input type="checkbox"/> |
| • product shelf life determination (recommended to be done by a NATA accredited laboratory)        | <input type="checkbox"/> |
| • product labels   | <input type="checkbox"/> |
| • food recall procedure  | <input type="checkbox"/> |

#### M - Other information may be requested by an Environmental Health Officer as necessary

##### \*Floor 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.

#### N - FEE & PAYMENT INFORMATION

Your food business will be assessed according to the information provided. You will be sent a relevant invoice at each stage of the application process. This must be paid in full or your application will not progress to the next stage.

- 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*).
- Change of ownership** – If a food 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.

## O - 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 08 9311 8111 or email [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au)**