

## Food Act 2008 - Food Business Registration/Notification

### FOOD BUSINESS DETAILS

Food Business Trading Name:

Address of food premises (or where food vehicle/trailer is garaged in the Town of Victoria Park):

Shop/Unit No.

Street No.

Street Name

Suburb

Postcode

Shopping centre name (if applicable):

Business postal address:

Business Phone:

Business email:

Contact person (full name):

### APPLICANT DETAILS

ABN:

ACN:

Company name (must be Pty Ltd):

OR

Individual first/middle names:

Surname:

*The above names must match the ABN/ACN. Trustees cannot be registered.*

Residential address:

Suburb & postcode:

Mobile phone (if different from business mobile):

Alternative contact person name and email address:

Primary language spoken:

If English is your second language, do you need or have someone available who can interpret for you?

Yes  No

*If no, the Town will assist if possible to provide verbal or written interpretation however it is the responsibility of the applicant to ensure they understand the requirements of the relevant legislation.*

### MANAGER DETAILS (if different from applicant)

First Name:

Surname:

Email:

Phone:

Details of food safety training course and relevant food industry experience *(please attach proof of training)*

BUSINESS TYPE <span style="float: right;">✓</span>	
Fixed location (e.g. restaurant, manufacturing business)	<input type="checkbox"/>
Fixed location - shared premises (hiring a commercial kitchen or subletting from another food business)	<input type="checkbox"/>
Mobile food business (e.g. caterer, food vehicle, market stall operator, food trailer/cart)	<input type="checkbox"/>
Home occupation - low risk activities only e.g. cakes (no fresh cream/custard), biscuits, jams, chutneys	<input type="checkbox"/>

APPLICATION TYPE	
New food business (brand new construction)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing food business (no structural alterations or changes to equipment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Existing food business (structural/equipment alterations will be undertaken)	<input type="checkbox"/> Yes <input type="checkbox"/> No
For any construction or alteration/refurbishment:	
• is planning approval is required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Application number: _____
• is a building permit required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Application number: _____
<i>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.</i>	
If you are purchasing an existing food business:	
Date of transfer of ownership: _____	
Are you changing the trading name? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what was the previous trading name? _____	
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? _____	
What food types are you proposing to change/add? _____	

BUSINESS DESCRIPTION
<p><b>Please provide a brief description of your food business type, cuisine and food handling activities.</b> (eg butcher, baker, cafe, restaurant etc) (storage, preparation, cooking, refrigeration, transport etc):</p>              

## BUSINESS DESCRIPTION (continued)

**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                                       | <input type="checkbox"/> Function Centre                            |
| <input type="checkbox"/> Restaurant/café                               | <input type="checkbox"/> Deli/Convenience                           |
| <input type="checkbox"/> Supermarket                                   | <input type="checkbox"/> Takeaway/Lunch Bar                         |
| <input type="checkbox"/> Home delivery service                         | <input type="checkbox"/> Hotel/Tavern/Bar (full restaurant service) |
| <input type="checkbox"/> Food vehicle                                  | <input type="checkbox"/> Lodging house/B&B/guest house              |
| <input type="checkbox"/> Canteen (school/club)                         | <input type="checkbox"/> Bar (low risk food service/drinks)         |
| <input type="checkbox"/> Storage only (low risk packaged foods/drinks) | <input type="checkbox"/> Bakery/Patisserie                          |
| <input type="checkbox"/> Greengrocer                                   | <input type="checkbox"/> Butcher                                    |
| <input type="checkbox"/> Retailer (no food processing)                 | <input type="checkbox"/> Fishmonger/seafood processor               |
| <input type="checkbox"/> Home occupation (low risk foods)              | <input type="checkbox"/> Distributor/importer                       |
| <input type="checkbox"/> Health food shop                              |   |
| <input type="checkbox"/> 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"/> Video Store (packaged goods only)               |
| <input type="checkbox"/> Liquor Store (packaged good only) | <input type="checkbox"/> Wholesaler of fresh fruit and vegetables only   |
| <input type="checkbox"/> Other: _____                      |  |

**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"/> 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"/> Raw Egg or egg products              |
| <input type="checkbox"/> Dairy products                                  | <input type="checkbox"/> Prepared salads                      |
| <input type="checkbox"/> Other (please detail): _____                    |   |

## FOOD SAFETY SKILLS AND KNOWLEDGE

Details of food safety training course and relevant food industry experience

*Please attach relevant documentation with your application*

Do all food handling and service staff have adequate skills and knowledge of the Food Standards Code requirements?  Yes  No

Please detail staff training experience and ongoing training programs:

***It is a requirement that staff can demonstrate they have adequate food safety skills and knowledge. If no training has been undertaken, the Town offers free online training called I'm Alert ([www.victoriapark.imalert.com.au](http://www.victoriapark.imalert.com.au)).***

#### OTHER DETAILS

Is this a small business<sup>1</sup>?  Yes  No

Is the food business a charitable, not-for-profit or community organisation?  Yes  No  
*If yes, proof is required to be submitted with application.*

Is the food that you provide, produce or manufacture ready-to-eat<sup>2</sup> when sold to the customer?  Yes  No

Do you process<sup>3</sup> 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 persons?  Yes  No  
e.g. children or the elderly  
*If yes, your business must have a Food Safety Program in accordance with Food Safety Standard 3.3.1.*

Do you sell ready-to-eat food at a different location from where it is prepared?  Yes  No  
e.g markets, events

Are you seeking to utilise the Town's footpaths for outdoor dining or other infrastructure?  Yes  No  
*If yes you are required to apply for a Free Trade Area permit through Technical Services.*

#### Manufacturers only:

Do you manufacture or produce products that are not shelf stable?  Yes  No

Do you manufacture or produce fermented meat products such as salami?  Yes  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.

#### HOURS OF OPERATION

Monday	Tuesday	Wednesday
Thursday	Friday	Saturday
Sunday		

**FOOD RECALL CONTACT DETAILS (MANUFACTURERS ONLY):**

First Name:	Surname:
Position:	
Phone: (business hours)	(after hours)
Email:	

**APPLICANT DECLARATION**

I, the applicant, declare that the information contained in this application is true and correct in every particular.

First Name:	Surname:
Position (if company):	
Signature:	Date:

**CHECKLIST**



- Business plan documenting food safety controls
- Floor plans to scale (for any new construction/alterations or change to equipment)\*
- Food safety training certificates for all food handlers
- Proposed full or sample menu
- Proof of charity/not-for-profit/incorporated status
- Manufacturers only:**
- detailed recipes (including quantities of ingredients used)
- detailed manufacturing process explanations with temperature and time used for each process step
- food storage details (e.g. dry, cold, frozen)
- cleaning and sanitising procedures
- product shelf life determination (recommended to be done by a NATA accredited laboratory)
- product labelling
- food recall procedure

**Other information may be requested by an Environmental Health Officer as necessary.**

**\*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.

FEE & PAYMENT INFORMATION		Fee
<b>Notification/registration</b>	Application fee (including exempted food businesses <sup>1</sup> )	\$55
<b>Plan/proposal assessments</b>	Application fee for assessment of plans or business proposals (Not applicable where a building permit for fit-out is required)	\$180
<b>Registered food business Annual service fee<sup>2</sup></b>	High risk	\$545
	Medium risk	\$400
	Low risk	\$160
	Lodging houses serving food to lodgers	N/A
	Family day care	\$75
<b>Registered food business (Shared premises businesses) Annual service fee<sup>3</sup></b>	Administration fee for renewal every 6 months	\$75
	Use of premises is 3 or less days per week	\$115
	Use of premises is 4-7 days per week	\$240
<b>Re-inspection fee</b>	Non-compliances requiring more than 2 follow-up inspections (Fee per additional inspection)	\$70

Your food business will be risk assessed according to the information provided. You will be invoiced for the following fees (pro-rata from date of approval and then the full fee annually there-after).

- 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** - the purchaser is required to pay the outstanding debt from the previous owner. For new businesses a pro-rata fee will be charged for the remaining number of days from approval date until the end of the financial year.
- Shared premises businesses** - Examples are users of a hired commercial kitchen or subletting of kitchen from another registered food business.

## 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 9311 8183 or email [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au).**