

# APPLICATION FORM

## FOOD BUSINESS NOTIFICATION & REGISTRATION

NOTIFICATION DETAILS			
Notification Fee – \$75.00			
Registration Fee – \$228.00			
FOOD BUSINESS DETAILS			
Trading Name of Business:			
Business ABN:			
Premise Address:	Street Address:		
	Suburb:		Postcode: <input type="text"/>
Postal Address (if different):			
Email Address:			
Contact Number:			
PROPRIETOR DETAILS			
Proprietor Name:			
Postal Address:	Street Address:		
	Suburb:		Postcode: <input type="text"/>
Email Address:			
Contact Number:			
SITE MANAGER DETAILS (IF DIFFERENT FROM PROPRIETOR DETAILS)			
Manager's Full Name:			
Phone (Business Hours):			
Phone (After Hours):			
Email Address:			
MOBILE FOOD VEHICLE DETAILS (IF APPLICABLE)			
Vehicle Registration #			
Vehicle Make / Model			

**WHAT IS YOUR PRIMARY BUSINESS TYPE? TICK ONE BOX ONLY**

Bakery	Food Packer	Hotel / Motel / Guesthouse / Bed & Breakfast
Butchery	Farm Produce	Manufacturer / Processor
Canteen	Fruit & Veg retail	Meals-on-wheels
Caterer	Function Centre	Market Stall / Temp Food Premises
Charitable Community Organisation	Grocery Retail	Mobile Food Operator
Childcare Centre	Health Food Shop	Mobile Caterer Offsite
Club - Including Sporting Club	Storage Business	Nursing Home
Delicatessen	Supermarket	Poultry Retail
Distributor / Importer	Takeaway / Fast food / Snack Bar	Retailer
Hospital	Transporter of foods	Restaurant / Cafe
Seafood Retail	Other (please specify):	

**DOES THE FOOD BUSINESS PROVIDE / PRODUCE / MANUFACTURE ANY OF THE FOLLOWING FOODS? (TICK BOXES THAT APPLY)**

LOW RISK	MEDIUM RISK	HIGH RISK
Alcoholic Beverages	Cooked Chilled Or Frozen Meals	Raw Meat, Poultry Or Seafood
Bakery Products	Dairy Products	Raw Ready To Eat Seafood Or Shellfish
Confectionery	Processed Fruit & Vegetables	Processed or Fermented Meat, Poultry or Seafood (salami, jerky, sausages, meat pies)
Dried Spices or Herbs	Juices & Smoothies	Self-Service Ready To Eat Food
Fats or Oils	Nut & Seed Kernel Products	Sauces, Marinades, Syrups, Salad Dressings
Processed Cereal Products	Infant Or Baby Foods	Fresh Filled Pasta, Sandwiches or Rolls
Grocery / Pre-Packaged Foods	Prepared Ready-To-Eat Table Meals	Cooked Rice or Lasagna
Carbonated Drinks	Prepared Salad	Fermented Food (Kombucha Tea)
Water, Non-Reticulated Supply	Other (please specify):	

## WHAT IS THE NATURE OF YOUR FOOD BUSINESS? PLEASE TICK BOXES THAT APPLY

PROCESS GROUP	FOOD PROCESSING / SUPPLY	YES	NO
Applicable for all business	Does business provide or produce ready-to-eat <sup>3</sup> food?		
	Is food supplied predominantly to the sick, elderly, children under 5 years or pregnant women? Example: supply to hospitals, nursing homes or child care centres.		
	Does the business process <sup>2</sup> food before sale or distribution?		
	Are potentially hazardous foods <sup>1</sup> manufactured, produced or handled by your business?		
Applicable to food service and retail business only	Does the business sell ready-to-eat <sup>3</sup> food at a different location from where it is prepared?		
	Does your business sell <u>only</u> very low risk (non-potentially hazardous foods <sup>1</sup> ) packaged foods?		
Applicable to manufacturing / processing businesses only	Are food products manufactured or produced shelf stable <sup>4</sup> ?		
	Does the business manufacture or produce fermented meat products such as salami?		

Notes:-

**1 Potentially Hazardous Food means:** foods that need to be kept at certain temperatures to minimise the growth of harmful bacteria in the food or to prevent the formation of toxins in the food. Eg: raw and cooked meat & seafood, dairy products, food with eggs, beans or nut products

**2 Process means:** activity conducted to prepare food for sale including; chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these.

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

**4 Shelf stable means:** non-perishable food with a shelf life of many months to years.

## WHAT IS THE SIZE OF YOUR FOOD BUSINESS? TICK ONE BOX ONLY

Large Food Service	Employs over 50 people in food / retail service sector
Medium	21-100 employees in food manufacturing / processing
Medium Food Service	11 to 50 employees and may be more than one premises
Small	1 to 20 employees in food manufacturing/ processing sectors
Small Food Service	1 to 10 employees and 1 food retail premises

## DECLARATION

I declare as the Applicant, all the information supplied on this form is true and correct.

I have included a fit-out plan with full layout (**must be included to be assessed**).

I understand that there is an annual surveillance/ licence fee to renew my Certificate of Registration of a Food Business.

I understand that the City's Environmental Health Services will action this form within 15 working days.

Full Name	
Signature	

Notification Fee: \$75.00

Registration Fee: \$228.00

COA: 22010183

Receipt Number: \_\_\_\_\_