

APPLICATION FORM

FOOD BUSINESS NOTIFICATION & REGISTRATION

NOTIFICATION DETAILS			
Commercial Business		Home Business	
New Kitchen		Change of Ownership	Kitchen Hire*
*Do you have permission from the Owner to operate from the premises?		Yes	No
Provide letter of consent from Owner for the current financial year.			
FOOD BUSINESS DETAILS			
Trading Name of Business			
ABN/ ACN			
Premises Address	Street Address		
	Suburb		Postcode
Email Address			
Contact Number			
PROPRIETOR DETAILS			
Proprietor Name			
Postal Address	Street Address		
	Suburb		Postcode
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			
Please refer to the City's Mobile Food Vehicle Policy			

HOME-BASED BUSINESS DETAILS (IF APPLICABLE)

List all ingredients/ food products that you will be using

Please refer to the City's Home-Based Food Business Factsheet & [Home Business Policy](#)

HOURS OF OPERATION

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

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

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 PREPARE/ PROVIDE / PRODUCE / MANUFACTURE ANY OF THE FOLLOWING FOODS? (TICK ALL BOXES THAT APPLY TO YOUR BUSINESS)

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?

PROCESS GROUP	FOOD PROCESSING / SUPPLY	YES	NO
Applicable for all business	Does business provide or produce ready-to-eat ³ 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 ² food before sale or distribution?		
	Are potentially hazardous foods ¹ manufactured, produced or handled by your business?		
Applicable to food service and retail business only	Does the business sell ready-to-eat ³ food at a different location from where it is prepared?		
	Does your business sell <u>only</u> very low risk (non-potentially hazardous foods ¹) packaged foods?		
Applicable to manufacturing / processing businesses only	Are food products manufactured or produced shelf stable ⁴ ?		
	Does the business manufacture or produce fermented meat products such as salami?		

Notes:

- 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
- Process means:** activity conducted to prepare food for sale including; chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these.
- Ready-to-eat means:** food that is ordinarily consumed in the same state as in which it is sold.
- Shelf stable means:** non-perishable food with a shelf life of many months to years.

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 by registering my food business, it is my responsibility to ensure that the premises and food handlers comply with the *Food Act 2008, Food Regulations 2009* and *Australia New Zealand Food Standards Code*.

I understand that there are additional fees & charges based on the nature and activity of the business to renew my Certificate of Registration of a Food Business & Trade Waste Permit (if applicable). These fees & charges are subject to change.

I understand that the City may take up to 15 working days to process this application.

Full Name			
Signature		Date	

Notification Fee: \$75.00
Registration Fee: \$230.00
Annual Food Premises Surveillance & Inspection Fee TBA

(COA: 22010183)

Trade Waste Application Fee: \$142.00
Annual Charge: \$205.50
Change of Ownership: \$56.50

(COA: 53010163)