

**FOOD ACT 2008 (WA)****FOOD BUSINESS NOTIFICATION FORM / APPLICATION FOR REGISTRATION****PREMISES DETAILS**

Trading Name/s (including delivery app profiles):		
Address of Premises (if food vehicle/temporary food business please provide details of where the vehicle is garaged):		
House No:	Street Name:	
Suburb:	Postcode:	
Phone:		
E-mail:		
Postal Address (ALL correspondence will be sent to this address):		
House No:	Street Name:	
Suburb:	Postcode:	
Name of person and position in charge (if not the proprietor):		
Details of food vehicle (make, model, registration plate):		
Details of any associated premises:		

PROPRIETOR DETAILS**Proprietor 1**

Name of Proprietor: First Name (<i>or corporate name</i>):	
Mr/Mrs/Ms/Miss	Last or Family Name:
Residential Address:	
ABN:	Date of Birth:
Phone:	Mobile:
Email:	
Primary language spoken:	Number of equivalent full time staff:

**Proprietor 2**

Name of Proprietor: First Name (or corporate name):	
Mr/Mrs/Ms/Miss Last or Family Name:	
Residential Address:	
Postal Address (ALL correspondence will be sent to this address):	
House No:	Street Name:
Suburb:	Postcode:
ABN:	Date of Birth:
Phone:	Mobile:
Email:	
Primary language spoken:	Number of equivalent full time staff:

DESCRIPTION OF USE OF PREMISES (Tick all boxes that apply – there may be more than one)

<input type="radio"/> Primary Production	<input type="radio"/> Hotel/Motel/Guesthouse/B&B
<input type="radio"/> Manufacturer/Processor	<input type="radio"/> Pub/tavern
<input type="radio"/> Retailer	<input type="radio"/> Canteen/Kitchen
<input type="radio"/> Food service	<input type="radio"/> Hospital/Nursing home
<input type="radio"/> Distributor/Importer	<input type="radio"/> Childcare centre
<input type="radio"/> Packer	<input type="radio"/> Family Day Care
<input type="radio"/> Storage	<input type="radio"/> Temporary food premises
<input type="radio"/> Transport	<input type="radio"/> Mobile food operator
<input type="radio"/> Restaurant/Café	<input type="radio"/> Market stall
<input type="radio"/> Snack bar/Takeaway	<input type="radio"/> Home delivery
<input type="radio"/> Caterer	<input type="radio"/> Charitable or Community organisation
<input type="radio"/> Other:	

PLAN/DIAGRAM OF KITCHEN, FOOD VEHICLE OR STALL

Provide a detailed plan/diagram showing the layout of your proposed food business kitchen, food vehicle or food stall. The plan should location of cooking equipment, washing sinks, dishwashers, hand wash basins, food & equipment storage, cool rooms, exhaust canopies etc.

**PLEASE PROVIDE MORE DETAILS ABOUT YOUR TYPE OF BUSINESS**

(For example: butcher, seafood processor, service station, bakery - preparing and baking bread, pastries, cakes, pies and sausage rolls. Pies and sausage rolls are heated for direct sale. If business is a catering business, estimate maximum patrons)

DO YOU PROVIDE, PRODUCE OR MANUFACTURE ANY OF THESE FOODS? *(Tick all boxes that apply)*

<input type="radio"/> Prepared, ready to eat ¹ table meals	<input type="radio"/> Raw fruit and vegetables
<input type="radio"/> Frozen meals	<input type="radio"/> Processed fruit and vegetables
<input type="radio"/> Raw meat, poultry or seafood (i.e. oysters)	<input type="radio"/> Confectionery
<input type="radio"/> Processed meat, poultry or seafood	<input type="radio"/> Infant or baby foods
<input type="radio"/> Fermented meat products	<input type="radio"/> Bread, pastries or cake
<input type="radio"/> Meat pies, sausage rolls or hot dogs	<input type="radio"/> Egg or egg products
<input type="radio"/> Sandwiches or rolls	<input type="radio"/> Dairy products
<input type="radio"/> Soft drinks/juices/beverages	<input type="radio"/> Prepared salads
<input type="radio"/> Other:	

NATURE OF FOOD BUSINESS

	Yes	No
Are you a small business ² ?		
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons ³ ?		

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold

² Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

³ Standard 3.3.1 *Australia New Zealand Food Standards Code*



To be answered by manufacturing/processing businesses only:	Yes	No
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready-to-eat food at a different location from where it is prepared?		

HOURS OF OPERATION

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

RECALL/EMERGENCY CONTACT:

First Name:	
Last or Family Name:	
Phone:	Mobile:
E-mail:	

Declaration:

I, the person completing this notification / application for registration form declare that all details provided are true and correct in every particular.

Name of Applicant

Signature of Applicant

Date: _____ Position: _____

In the case of a company, the signing officer must state position in the company

Please forward the completed notification/application for registration form and kitchen diagram to the City of Gosnells, 2120 Albany Highway, Gosnells WA 6110, or by mail to PO Box 662, Gosnells WA 6990 or via email to info@gosnells.wa.gov.au
[For clarification or assistance please contact City of Gosnells Health Services on 9397 3904]



APPLICATION FEES	Number	Rate	Total
Application for Registration Fee – New Food Business		\$217	
Application for Registration Fee – Existing Food Business		\$79	
Notification fee (for Exempt Premises only)		\$67	
Total:			

ANNUAL RISK ASSESSMENT/INSPECTION FEES*		
High Risk	\$528 Primary Classification	\$260 per additional classification/s
Medium Risk	\$456 Primary Classification	\$228 per additional classification/s
Low Risk	\$262 Primary Classification	\$132 per additional classification/s
Very Low Risk	No fee	
School Canteen	50% concession	
Community Association	No fee	
Mobile Food Business	\$116	
Home Business	\$116	

* Fees pro rata (calculated on a monthly basis, or part thereof, for any period prior to 30 June each year)