



**APPLICATION TO PREPARE FOOD FOR SALE IN A RESIDENTIAL PREMISES**

**APPLICANT'S DETAILS**

Applicant's Name:		
Postal Address:		
Telephone:	(Mobile):	Fax:
E-mail:		

**FOOD BUSINESS DETAILS**

Name of Proposed Food Business:	
Address of Food Business:	
Number of equivalent full time staff:	
ABN:	
<input type="radio"/> Food manufacturing/processing <input type="radio"/> Food packaging <input type="radio"/> Distributer <input type="radio"/> Family day care <input type="radio"/> Storage	<input type="radio"/> Food Transport <input type="radio"/> Caterer <input type="radio"/> Charitable or community association <input type="radio"/> Other
Describe any proposed alterations to the residence:	
.....	
.....	
.....	
<p><b><i>Attach a plan of the residence, clearly indicating all areas that will be utilised for the food preparation, production, storage, processing or other uses associated with the business (e.g. office areas). A separate Building Permit may be required prior to alterations to the residence being undertaken. Therefore please contact City's Building Service on 9397 3064 to discuss further.</i></b></p>	



### DETAILS OF FOOD HANDLING ACTIVITIES

Some low risk food handling activities may be permitted in residential kitchens, however more complex food processing activities will need to be undertaken in an approved purpose built commercial kitchen.

**Category of low risk foods being produced:**

- Cakes, biscuits, muffins and flour products that do not contain potentially hazardous food such as fresh cream and custard
- Cake decorating
- Jams
- Pickled Onions
- Chutneys, relishes and sauces with a pH less than 4.5
- Repackaging of low risk confectionery products
- Food produced for community or charitable purposes
- Food for farm stay or home stay accommodation
- Other

### CHECKLIST FOR APPROVAL

DETAILS	YES (please tick)
Your application must be accompanied with the following:	
A scaled floor plan of the residential kitchen showing all existing fixtures, fittings, and finishes (prefer A4 size and or/graph paper);	
A letter outlining in detail, the proposed food handling activity. Please include detailed information on the following: <ul style="list-style-type: none"> <li>- The food/s to be prepared and expected numbers or volumes;</li> <li>- A list of all ingredients, place of purchase and how they will be transported;</li> <li>- Proposed frequency of preparation;</li> <li>- An indication of the processes / recipe, involved with making the food products;</li> <li>- Details of storage conditions of food products and finished product to prevent contamination;</li> <li>- Proposed method of sale;</li> <li>- A sample of the food package labels to be used, compliant with the Australia New Zealand Food Standards Code;</li> </ul>	
Completed Food Premises Notification/Registration form	
Any other information considered relevant.	



**FEE DETAILS**

<b>FEE</b>	<b>AMOUNT</b>
Application for Food Business Registration	\$217
Annual Risk Assessment/Inspection Fee	\$116

**DECLARATION:**

I, the person making this application declare that:

- This Application Form is accompanied by a signed and completed 'Food Premises Notification/Registration Form' and the required \$217 fee.
- I have provided all the required information as outlined in the checklist provided, and associated documents;
- The information contained in this application is true and correct in every particular.

Signature of Applicant: \_\_\_\_\_

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

Date: \_\_\_\_\_

*Further information can be obtained from the City's Health Service on 9397 3000.*