



FOOD PREMISES NOTIFICATION & REGISTRATION FORM

The Food Act 2008 requires that all food businesses notify their local authority of their commencement as a food business and any changes that have occurred either to the business or its operation.

The notification is achieved by completing the attached form and returning it to the Shire of Dandaragan. The information in this form will be utilised as part of the registration process required by the code. Please provide as much detail as possible.

Once completed please return this form to the Shire of Dandaragan by any of the following means:

In person: Jurien Bay Administration Centre – Bashford Street Jurien Bay; or
Dandaragan Office – Dandaragan Road, Dandaragan.

Mail: PO Box 676, Jurien Bay, WA 6516

Facsimile: 08 9652 1310

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)

PROPRIETOR/BUSINESS DETAILS

Proprietor Name:		
Postal Address:		
ABN:		
Phone:	A/H:	Fax:
Email:		
Primary language spoken:	Number of equivalent full time staff:	

PREMISES DETAILS

(If food vehicle/temporary food business please provide details of where the vehicle is garaged)

Trading Name:
Address of Premises:
Phone:
Email:
Name of person in charge and title (if different from proprietor):
Details of food vehicle (make, model, registration plate):
Details of any associated premises:

DESCRIPTION OF USE OF PREMISES

Please tick **all** boxes that apply (there may be more than one)

<input type="checkbox"/> Manufacturer/processor <input type="checkbox"/> Retailer <input type="checkbox"/> Food Service <input type="checkbox"/> Distributor/importer <input type="checkbox"/> Packer <input type="checkbox"/> Storage <input type="checkbox"/> Transport <input type="checkbox"/> Restaurant/café <input type="checkbox"/> Snack bar/takeaway <input type="checkbox"/> Caterer <input type="checkbox"/> Meals-on-wheels	<input type="checkbox"/> Hotel/motel/guesthouse <input type="checkbox"/> Pub/tavern <input type="checkbox"/> Canteen/kitchen <input type="checkbox"/> Hospital/nursing home <input type="checkbox"/> Childcare centre <input type="checkbox"/> Home delivery <input type="checkbox"/> Temporary food premises <input type="checkbox"/> Mobile food operator <input type="checkbox"/> Market stall <input type="checkbox"/> Charitable or community organisation <input type="checkbox"/> Other _____
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PLEASE PROVIDE MORE DETAILS ABOUT YOUR TYPE OF BUSINESS

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide maximum patrons estimate)

DO YOU PROVIDE, PRODUCE OR MANUFACTURE ANY OF THE FOLLOWING FOODS?

Please tick **all** boxes that apply

<input type="checkbox"/> Prepared, ready to eat table meals <input type="checkbox"/> Frozen meals <input type="checkbox"/> Raw meat, poultry or seafood (i.e. 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"/> 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"/> Egg or egg products <input type="checkbox"/> Dairy products <input type="checkbox"/> Prepared salads <input type="checkbox"/> Sandwiches or rolls <input type="checkbox"/> Other:
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NATURE OF FOOD BUSINESS

	Yes	No
Are you a small business?		
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?		
To be answered by manufacturing/processing businesses only:		
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 CONTACT (Person responsible for coordinating recall of food):

First name			
Last name			
Phone		A/H:	Fax:
Email			

DECLARATION:

I, the person making this application declare that the information contained in this application is true and correct.

Signature of applicant: _____

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

Date: _____**DEFINITIONS FOR THE PURPOSES OF NOTIFICATION**

Process, in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

Note: This is not the same definition for process that is used in the food safety standards. Thawing and washing have been removed from this definition as these processes present a very low risk to food safety and are not relevant for the purposes of this form.

Ready-to-eat food means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

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

Small business is a business that employs less than 50 people in the 'manufacturing' sector or which employs less than 10 people in the 'food services' sector.

Note: When determining the number of employees of a business where casual and part-time employees are involved, their weekly hours are added together and divided by the number of hours per week stipulated in the award for employees of that business. Only staff involved in food handling operations should be included.

Vulnerable people are people who are in care of a facility such as hospitals, respite care, nursing homes or child care and clients of delivered meals organisations.