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**Shire of Carnarvon**

**APPLICATION FOR REGISTRATION OF FOOD BUSINESS/**

**NOTIFICATION OF FOOD BUSINESS**

**FOOD ACT 2008, s.107/110/113**

Notification of conduct of food business in respect of premises (section 107)

Application for registration of food business in respect of premises (section 110)

Notification of certain changes to registered food business (section 113)

**Proprietor/Business details**

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

PLEASE NOTE: *The food business is required to notify the Shire of Carnarvon of any changes to the information provided below. The new information must be provided to the Shire of Carnarvon before the changes occur. Any changes to the information may affect the classification of a food business.*

Is this food business a:

|  |  |  |
| --- | --- | --- |
| * Proposed Food Business |  |  |
|  |  |  |
| * Existing Food Business |  |  |
|  |  |  |
| * Alteration to Food Business |  |  |

**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: |

**A *scaled* floor plan and specifications of the food business must be submitted with this form. The plans must include the following:**

a) the use of every room;

b) the structural finishes of every wall, floor and ceiling;

c) the position and type of every fitting and fixture;

d) all sanitary conveniences, change rooms, storeroom, ventilating systems, drains, grease traps and provision for waste disposal; and

1. plans and specifications of the mechanical exhaust system if cooking is to take place in the food premises.

**Description of use of premises**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Manufacturer/processor  Retailer  Food Service  Distributor/importer  Packer  Storage  Transport  Restaurant/café  Snack bar/takeaway  Caterer |  | Hotel/motel/guesthouse  Pub/tavern  Canteen/kitchen  Hospital/nursing home  Childcare centre  Home delivery  Temporary food premises |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  | Mobile food operator |
|  |  | Market stall |
|  |  | Charitable or community organisation |
|  | Meals-on-wheels |  | Other |

**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*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Prepared, ready to eat[[1]](#footnote-1) table meals  Frozen meals  Raw meat, poultry or seafood (i.e. oysters)  Processed meat, poultry or seafood  Fermented meat products  Meat pies, sausage rolls or hot dogs  Sandwiches or rolls  Soft drinks/juices  Raw fruit and vegetables  Processed fruit and vegetables |  | Confectionary  Infant or baby foods  Bread, pastries or cakes  Egg or egg products  Dairy products  Prepared salads  Other: |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |
|  |

**Nature of food business**

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Are you a small business[[2]](#footnote-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]](#footnote-3)? |  |  |
| **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 contact:**

|  |  |  |  |
| --- | --- | --- | --- |
| 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 in every particular
* the prescribed fee of $150.00 is enclosed with this application.

**Signature of applicant:**

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

**Date**:

\*\*Please make cheques payable to ***SHIRE OF CARNARVON MUNICIPAL ACCOUNT***\*\*

**OFFICE USE ONLY: Fees Payable to a/c 1743**

**Date: Receipt# Cashier**

1. ‘Ready to eat’ means food that is ordinarily consumed in the same state as in which it is sold [↑](#footnote-ref-1)
2. Is a business that employs less than 50 people in the ‘manufacturing sector’ or less than 10 people in the ‘food services’ sector [↑](#footnote-ref-2)
3. Standard 3.3.1 *Australia New Zealand Food Standards Code* [↑](#footnote-ref-3)