

**FOOD PREMISES NOTIFICATION/  
REGISTRATION FORM**



<b>CONTACT DETAILS</b>		
Name of proprietor		
Trading name of food business		
Premises location		
Postal address of proprietor		
Contact details	Business hours phone number	
	After hours phone number	
	Facsimile number	
	Email address	
	Mobile number	

<b>Nature of Business Information</b>																						
Note: The food business is required to notify the enforcement agency of any changes to the information provided below. The new information must be provided to the enforcement agency before the changes occur. Any changes to the information may affect the classification of a food business.																						
<p><b>1(a) What is your business type?</b>                      ✓ Please tick all boxes that apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> Manufacturer/processor</td> <td><input type="checkbox"/> Hotel/motel/guesthouse/B&amp;B</td> </tr> <tr> <td><input type="checkbox"/> Retailer</td> <td><input type="checkbox"/> Pub/tavern</td> </tr> <tr> <td><input type="checkbox"/> Food service</td> <td><input type="checkbox"/> Canteen/kitchen</td> </tr> <tr> <td><input type="checkbox"/> Distributor/importer</td> <td><input type="checkbox"/> Hospital/nursing home</td> </tr> <tr> <td><input type="checkbox"/> Packer</td> <td><input type="checkbox"/> Childcare centre</td> </tr> <tr> <td><input type="checkbox"/> Storage</td> <td><input type="checkbox"/> Home delivery</td> </tr> <tr> <td><input type="checkbox"/> Transport</td> <td><input type="checkbox"/> Mobile food operator</td> </tr> <tr> <td><input type="checkbox"/> Restaurant/café</td> <td><input type="checkbox"/> Market stall</td> </tr> <tr> <td><input type="checkbox"/> Snack bar/takeaway</td> <td><input type="checkbox"/> Charitable or community organisation</td> </tr> <tr> <td><input type="checkbox"/> Caterer</td> <td><input type="checkbox"/> Temporary food premises</td> </tr> <tr> <td><input type="checkbox"/> Meals-on-wheels</td> <td><input type="checkbox"/> Other _____</td> </tr> </table>	<input type="checkbox"/> Manufacturer/processor	<input type="checkbox"/> Hotel/motel/guesthouse/B&B	<input type="checkbox"/> Retailer	<input type="checkbox"/> Pub/tavern	<input type="checkbox"/> Food service	<input type="checkbox"/> Canteen/kitchen	<input type="checkbox"/> Distributor/importer	<input type="checkbox"/> Hospital/nursing home	<input type="checkbox"/> Packer	<input type="checkbox"/> Childcare centre	<input type="checkbox"/> Storage	<input type="checkbox"/> Home delivery	<input type="checkbox"/> Transport	<input type="checkbox"/> Mobile food operator	<input type="checkbox"/> Restaurant/café	<input type="checkbox"/> Market stall	<input type="checkbox"/> Snack bar/takeaway	<input type="checkbox"/> Charitable or community organisation	<input type="checkbox"/> Caterer	<input type="checkbox"/> Temporary food premises	<input type="checkbox"/> Meals-on-wheels	<input type="checkbox"/> Other _____
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**SHIRE USE**

<b>Paid</b>	
<b>Receipt No</b>	
<b>Debtors No</b>	
<b>Synergy No</b>	
<b>Notification</b>	<b>Registration</b>

Office use	FILE:	ACTION OFFICER
ACTION	Noted	Responded
RECORD NO		
FURTHER REFERRAL ACTION OFFICER ACTION REQUIRED	NOTE OR RESPOND	Already Received by EMAIL / FAX

**(b) Please provide more detail about your business type.**  
 (for example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station)

**2. Does the following apply to the food business?**

✓ Please tick all boxes that apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Has a liquor licence            | <input type="checkbox"/> Is a boarding-house or lodging house |
| <input type="checkbox"/> Has a restaurant liquor licence | <input type="checkbox"/> Temporary                            |

**3. 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"/> Confectionery            |
| <input type="checkbox"/> Frozen meals                         | <input type="checkbox"/> Infant or baby foods     |
| <input type="checkbox"/> Raw meat, poultry or seafood         | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Processed meat, poultry or seafood   | <input type="checkbox"/> Egg or egg products      |
| <input type="checkbox"/> Fermented meat products              | <input type="checkbox"/> Dairy products           |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Prepared salads          |
| <input type="checkbox"/> Sandwiches or rolls                  | <input type="checkbox"/> Other (please list)      |
| <input type="checkbox"/> Soft drinks/juices                   |   |
| <input type="checkbox"/> Raw fruit and vegetables             |   |
| <input type="checkbox"/> Processed fruit and vegetables       |   |

**4. What is the nature of your food business?**

**(a) To be answered by all businesses:**

- (a) Are you a small business\*? ..... Yes . No
- (b) Is the food that you provide, produce or manufacture read-to-eat\* when sold to the customer? ..... Yes . No
- (c) Do you process\* the food that you produce or provide before sale or distribution? ..... Yes . No
- (d) Do you directly supply or manufacture food for organisation that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or child care centres)? ..... Yes . No

**(b) To be answered by manufacturing/processing businesses only:**

- (e) Do you manufacture or produce products that are not shelf stable\*? ..... Yes . No
- (f) Do you manufacture or produce fermented meat products such as salami? ..... Yes . No

**(c) To be answered by food service and retail businesses only:**

(includes charitable and community organisations, market stalls and temporary food premises)

- (g) Do you sell ready-to-eat\* food at a different location from where it is prepared? ..... Yes . No

\* refer to definition below and on next page

**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 that in which it is sold and does not include nuts totally enclosed in the shell or whole fruits 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.

<b><i>Additional Notification Information for Mobile Food Vendors</i></b>	
Are you a mobile vendor (eg ice cream van) or do you tend permanently stationed at one or more sites (eg after hours takeaway van, markets)?	<input type="checkbox"/> Mobile vendor <input type="checkbox"/> Permanently stationed vendor <input type="checkbox"/> Market stall vendor
Where will the vehicle normally be garaged or housed:	
For permanently stationed vendors or market stall vendors, please provide the address of the site/s:	
Where will be/is the food stored and prepared	

Depending on where you operate your mobile food van or stall, a trading in public places licence may be required. If you do not currently hold or made application of this licence, information will be sent out to you.

***Declaration***

Note: making a false statement may be an offence.

I/We declare that all the details in this form are true and correct.

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

\_\_\_\_\_  
Date