

Application for Notification/Registration of Food Business **For Fixed Food Business or Mobile/Temporary Food Premises**

For helpful information on for your food business please visit our [webpage for guidelines](#) to assist you to complete this form.

Section 1. Food Business Details

Trading Name:	
Company Name:	
ABN:	
If food business was previously registered, please provide name of existing business:	
Address of Premises:	
Postal Address:	
Phone:	
Email:	Mobile:

Section 2. Proprietor's Details

(the Proprietor is the person who conducts or is in charge of the food business)

Proprietor's Full Name (person's name):	
Proprietor's Residential Address:	
Phone:	Mobile:
Email:	

Section 3. Description of Use of Premises

(A) Type of business (Tick all that apply)

Manufacturer/processor	Hotel/motel/guesthouse
Retailer	Pub/tavern
Food service	Supermarket
Distributor/importer	Canteen/ kitchen
Packer	Childcare centre
Storage	Family day care
Transport	Aged care facility/ Hospital
Restaurant/café Snack	Home delivery
bar/takeaway Caterer	Charitable or community organisation
	Other

NOTE: We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information. For full information about how we handle your personal information, please visit our [privacy page](#).



B. Do you provide, produce or manufacture any of the following foods or goods?

(Tick all that apply)

Prepared, ready to eat ¹ table meals	Juices
Frozen meals	Confectionary
Raw meat, poultry or seafood (i.e. oysters)	Bread, pastries or cakes
Processed meat, poultry or seafood	Egg or egg products
Fermented meat products	Dairy products
Meat pies, sausage rolls or hot dogs	Beverage and drinks
Sandwiches or rolls	Prepared salads
Raw fruit and vegetables	Liquor and liquor products
Processed ² fruit and vegetables	Tobacco and tobacco products
Infant or baby foods	Other:

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

² 'Process' means activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these

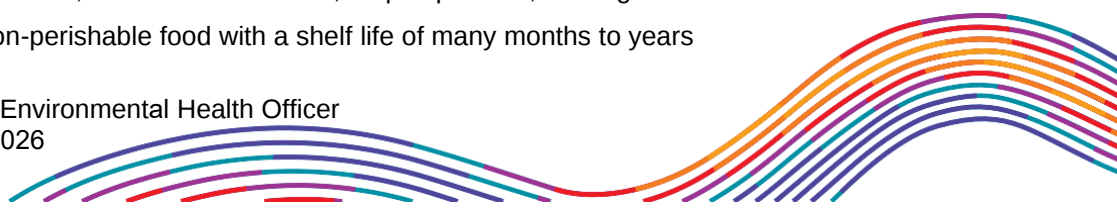
C. Nature of food business

	Yes	No
Are you a small business ³ ?		
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 ⁴ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable ⁵ ?		
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?		

³ Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

⁴ Is a person who is in care in a facility listed in Schedule of *Standard 3.3.1 Australia New Zealand Food Standards Code* or a client of a delivered meal organisation. Examples include (but are not limited to) aged care recipients, hospital patients, children in child care, respite patients, nursing home residents.

⁵ Shelf stable foods are non-perishable food with a shelf life of many months to years



Section 4. Floor Plan Layout

Are you building/fitting out a <u>new</u> food business?	YES	NO
Are you making structural alterations or changes to the layout of the existing food business?	YES	NO
 If YES, please provide a copy of the floor plan		

Section 5A. For Mobile Food Business/ Food Trucks/ Itinerant Food Van Only

For temporary food businesses/food stall, please complete Section 5B.

Address of Premises: (please provide details of where the vehicle is garaged)		
Details of mobile food vehicle		
Make	Model	Vehicle registration number
 Details of copy of Public Liability Insurance (Please attach a copy of certificate currency):		

Section 5B. For Temporary Food Business/ Food Stalls Only

Address of Premises: (Please provide details of where the fixture, fittings and equipment is garaged/stored)		
Covered with marquee/ tent (please indicate size of the marquee/ tent)		
Inside a building	Uncovered	Other
Type of floor covering (if on unsealed ground):		
 Details of copy of Public Liability Insurance: (please attach a copy of certificate currency):		

Section 6. Additional Information

1. Do you have previous experience in operating a food business	YES	NO
2. i) Have you undertaken a Foodsafe Program, I'm Alert Online Food Safety Training or other food handling training programs	YES	NO
 Attach certificate of participation and/ or accreditation; or ii) If No, will undertake a Foodsafe Program or I'm Alert Online Food Safety Training (Available online at http://www.melvillecity.imalert.com.au)		
3. Details of previous (if any) prosecutions under the Health Act or Food Act.		



Click icon to **View Attachments** linked to this document.

Your notification will be assessed by our Health Services and additional fees may apply prior to issue of approval.

Declaration: I, _____ (name of the proprietor) making this application declare that the information contained in this application is true and correct in every particular on behalf of _____ (organisation name of food business).

Signature of proprietor: _____

Date: _____