

Application for Notification/Registration of Food Business For Fixed Food Business

Section 1. Food Business Details

Trading Name:			
Organisation Name:			ABN/ ACN:
If food business was previously registered, please provide name of existing business:			
Address of Premises:	Shop no.	Unit no.	Street no.
	Street name		Suburb
Postal Address:			
Phone:		Fax:	
Email:		Number of equivalent full time staff:	

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:	Unit no.	Street no.	Street name
	Suburb		Postcode
Phone:		Mobile:	
Fax:		Email:	
Primary language spoken:			

Section 3. Details of site manager or person delegated by proprietor *(if different from proprietor)*

Full Name (person's name):			
Position Title:			
Phone:		Mobile:	
Fax:		Email:	
Primary language spoken:			

Section 4. Hours of Operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

Section 5. Potable Water Supply

Scheme water Rainwater tank Bore water Other _____

Section 6. Description of Use of Premises

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

- | | |
|---|---|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Hotel/motel/guesthouse |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Pub/tavern |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Distributor/importer | <input type="checkbox"/> Canteen/ kitchen |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Childcare centre |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Family day care |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Aged care facility/ Hospital |
| <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Snack bar/takeaway | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Other _____ |

(ii) If you have indicated that your business is a charitable or community organisation in Section 6A (i), is the organisation an incorporated association under the Associations Incorporation Act and/ or licensed under the Charitable Collections Act?(Note: Incorporation

of an association means that it becomes a legal entity in its own right, separate from the individual members.)

- Incorporated association under Associations Incorporation Act
- Licensed under the Charitable Collections Act
- None of the above

If none of the above, please indicate the purpose of your charitable or community organisation:

B. Please provide more details about your type of business, including any transport vehicles details.

(For example: butcher, bakery, seafood processor, packing shed, pet meat processing plant, service station. If business is a catering business, please provide maximum patrons estimate)

C. Please provide details of seating (if applicable)

Internal - no. of seats for dining

Internal - no. of seats for waiting

External - no. of seats for dining

D. Do you provide, produce or manufacture any of the following foods or goods? (Tick all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat ¹ table meals | <input type="checkbox"/> Juices |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Confectionary |
| <input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters) | <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"/> Beverage and drinks |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> Liquor and liquor products |
| <input type="checkbox"/> Processed ² fruit and vegetables | <input type="checkbox"/> Tobacco and tobacco products |
| <input type="checkbox"/> Infant or baby foods | <input type="checkbox"/> 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

E. 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 7. Additional Information

If you are registering an existing food business, will you be making structural alterations or changes to the layout of the food business? YES NO

If yes, you may be required to lodge an Application to Construct or Alter a Food Business form depending on the nature of changes. Please contact an Environmental Health Officer to discuss.

PLEASE NOTE: The following 3 information items **MUST be provided in writing with this application, or it will not be processed.**

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.

Fees for commercial operators (all fees applicable as indicated below):

Note: Fee increases may apply 1 July each financial year.

See schedule of fees attached.

Your notification will be assessed by the City of Melville Health Services and a risk classification assigned to the food business. Additional registration and surveillance fees may be requested in writing according to the risk rating assigned to the food business prior to the issue of a verification of notification or certification of registration.

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:** _____

OFFICE USE

Health Application or Licensing Number: _____

CS/CA Officer: _____

Assigned Risk Profiling Classification _____

- Please refer to the completed Food Business Risk Profiling Tool

Fixed Food Business Fees (applicable fees as indicated below):

Note: Fee Increases may apply 1 July each financial year

Food Business Registration or Notification fee	\$55
* Annual Assessment Fee based on Risk Profiling	
- High Risk Food Premises	\$500
- Medium Risk Food Premises	\$500
- Additional Classification Premises	\$750
- Low Risk Food Premises	\$250
- Residential Food Business	\$125
- Very Low Risk Food Premises (Exempted and Commercial) – Notification Fee Only	
- Exempted Food Business (Charitable and Community nature) – No fees apply	

*Annual Assessment fee pro rata calculated by the following:

- July – September, 100%
- October – December, 75%
- January – March, 50%
- March – June, 25%