

Application for Notification/Registration of Food Business

For Mobile Food Businesses or Temporary Food Businesses

Is this application for a mobile or temporary food business?

Mobile Food Vehicle or Unit

Temporary Food Stall

Section 1. Food Business Details

Trading Name:	
Organisation Name:	ABN/ ACN:
If food business was previously registered, please provide name of existing business:	
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. Dates and hours of operation

A. Proposed dates of operation:

B. Hours of operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

Section 5 A. Mobile Food Business Details (For Notification Only)

(For temporary food businesses, please complete Section 5B. This section is not applicable if the application relates to Registration with the City of Melville)

<p>Is the mobile food vehicle/ unit registered with a local council?</p> <p>Notification/ Registration Certificate Number: _____ (Attach copy of the verification of notification/ registration certificate)</p> <p>Local Council where notification/ registration is held: _____</p>
<p>Address of Premises: (please provide details of where the vehicle is garaged)</p>
<p>Location(s) of proposed trading: (submit site plan if it is permanently stationed)</p>
<p>Details of mobile food vehicle Make _____ Model _____ Vehicle registration number _____</p>
<p>Do you have permission from the owner of the land to trade at this location? (please attach written approval)</p>
<p>Details of copy of Public Liability Insurance: (please attach a copy of certificate currency):</p>

Section 5 B. Temporary Food Business Details (For Notification Only)

<p>Is the temporary food premises registered with a local council?</p> <p>Notification/ Registration Certificate Number: _____ (Attach copy of the verification of notification/ registration certificate)</p> <p>Local Council where notification/ registration is held: _____</p>
<p>Address of Premises:</p>
<p>Location of proposed trading (submit site plan):</p>
<p>Covered with marquee/ tent (please indicate size of the marquee/ tent _____) <input type="checkbox"/></p> <p>Inside a building <input type="checkbox"/> Uncovered <input type="checkbox"/> Other _____ <input type="checkbox"/></p>
<p>Type of floor covering (if on unsealed ground):</p>
<p>Do you have permission from the owner of the land to trade at this location? (please attach written approval)</p>
<p>Details of copy of Public Liability Insurance: (please attach a copy of certificate currency):</p>

Section 6. Description of use of premises

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

- Caterer Meals on wheels

- | | |
|---|---|
| <input type="checkbox"/> Barbeque burner on a trailer | <input type="checkbox"/> Temporary food stall |
| <input type="checkbox"/> Market stall | <input type="checkbox"/> Mobile food unit/ cart |
| <input type="checkbox"/> Mobile food vehicle | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Home delivery | <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

C. Do you provide, produce or manufacture any of the following foods/ 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

D. Nature of food business

Yes No

	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

E. No. of authorised assistants present during operation _____

Section 7. Facilities on the mobile food business or regular temporary food business

A. Hand washing facility (Tick all that apply)

- Hand wash basin with warm water supply by from water-heating device (e.g. urn)
- Hand wash basin connected to mains with warm water supply connected to mains
- Liquid soap and single use paper towels provided with dispenser installed
- Liquid soap and single use paper towels provided next to hand-washing facility
- Other (please specify _____)

B. How will perishable food be stored on site?

- Refrigerator/ freezer On ice in eskies
- In a bain-marie prior to sale Cooked and sold with demand

C. Where is the food being prepared?

- In my residential kitchen Inside mobile food vehicle/ unit
- On site In an approved residential/commercial kitchen

For approved residential/ commercial kitchen, please provide the following details:

Contact person's name _____ Contact no. _____

Address of residential/ commercial kitchen _____

D. Water supply

- Scheme water Rainwater tank Bore water
- Self contained storage (e.g. scheme water in a water tank)

E. Power supply

External supply Self contained generation Not required

F. Wastewater disposal

Self contained storage External disposal (Please specify _____)

The following 5 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
(Attach certificate of participation and/ or accreditation); or
ii) 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
4. Copy of public liability insurance certificate of currency
5. Written permission from owner of the land to trade at proposed location(s) [if not on Council Land]
6. Two copies of detailed design layout and fit-outs drawn to scale

Plans must be drawn to scale and must provide adequate detail and information so that the application may be adequately assessed. Only a floor plan and site plan is required for temporary food premises. Refer to the guidelines for further information.

- Floor Plan –Scale 1:100.
- Sectional Elevations - Scale 1:50.
- Site Plan - Scale 1:100.
- Mechanical exhaust ventilation system/s - Scale 1:50.
- Hydraulic (plumbing and drainage) plan - Scale 1:50.
- Refuse storage facilities and location. - Scale 1:50

Fees for commercial operators with mobile food premises(all fees applicable as indicated below):

Note: Fee Increases may apply 1 July each financial year.
See schedule of fees attached.

Note: Application fee upon lodgement of plans and specifications are not applicable for food business with previous registration

Fees for commercial operators with temporary food premise (all fees applicable as indicated below): Note: Fee Increases may apply 1 July each financial year.
See schedule of fees attached.

Note: Application fee upon lodgement of plans and specifications are not applicable for food business with previous registration and Trading in public places licence fees not applicable for commercial operators which are temporary food premise trading at approved City of Melville community events on **ONCE-OFF** occasion
Document Owner: Senior Environmental Health Officer
Last Review Date: 12 July 2016

No fees applicable for charitable and community operators that are mobile or temporary food businesses

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:** _____

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.

OFFICE USE

Health Application Number: _____

CS/CA Officer: _____

Mobile/Temporary Food Business Fees (all fees applicable as indicated below):

Note: Fee Increases may apply 1 July each financial year

Registration with the City of Melville - Mobile Food Business

(Registration fee plus one Annual Assessment Fee)

Registration Fee	\$55
*Annual Assessment Fee Low Risk Food Premises	\$240
*Annual Assessment Fee Medium Risk Food Premises	\$480

*Annual Assessment Fee is based on the City of Melville Risk Profiling Process

Registration with the City of Melville - Temporary Food Stall

(Registration fee plus Annual Assessment Fee)

Registration Fee	\$55
Annual Assessment Fee	\$120



For Notification purposes to the City of Melville (Registration with another Local authority)

Mobile Food Business or Temporary Food Stall

No fees applies for Notification purposes, charges relating to the Activities in Thoroughfares, Public Places and Trading local Law 2014 may apply.

Refer to Stall holder Permit or Trader's Permit Application