

FOOD BUSINESS NOTIFICATION AND REGISTRATION FORM

2020/2021

1. REASON FOR NOTIFICATION

✓ Please tick all boxes that apply:

- Closure of registered food business/cessation of ownership
- Change of ownership and/or business name details (no refurbishment/fit-out)
- Change of residential and/or postal address
- New food business in shared premises (please provide completed 'Shared Premises Approval' - [see Appendix A](#))
- New Mobile Food Business to be constructed/registered within the City of Canning (Please complete [Appendix B](#))
- New fixed location Food Business (Please complete [Appendix C](#))
- Change of ownership with refurbishment/fit-out (Please complete [Appendix C](#))
- Renovation/ re-fit of existing City of Canning registered Food Business (Please complete [Appendix C](#))
- Home Occupation/Family Day Care (Development Approval required before Health Approval will be granted)
- Other (please describe) _____

Date change to take effect: _____

2. PROPRIETOR/PRIMARY CONTACTS' DETAILS

Surname:

First Name: Title:

Date of Birth:

Residential/
Postal Address: **Address provided must be secondary to Food Premises Address:**

Postcode: Telephone:

Mobile: Facsimile:

E-mail:

Company:

Address of
Premises:

Postcode: ABN/ACN:

Trading
Name:

Previous
Trading
Name:

Additional
Contact
Full Name:

Contact
Number:

E-mail:

3. OPERATIONAL DETAILS (FOOD BUSINESS NOTIFICATION)

NOTE: The operator of a food business is required to notify the City of Canning of any changes to the information provided below. The new information must be provided to the City on our nominated Food Business Notification Form **before** the changes occur. Any changes to the information may affect the classification of a food business.

3.1 What is your business type?

✓ Please tick all boxes that apply:

- Manufacturer/processor
- Retailer
- Food service
- Distributor/Importer
- Packer
- Storage
- Transport
- Restaurant/Cafe
- Snack bar/takeaway
- Caterer
- Hotel/motel/guesthouse
- Pub/tavern
- Canteen/kitchen

- Home delivery
- Mobile food operator
- Charitable or community organisation
- Home delivery
- Other:

A **Food Safety Plan** is required for the following businesses - this must be provided to the City prior to commencing trade.

- Hospital/nursing home
- Childcare Centre
- Meals-on-Wheels

I will comply with the requirement to have a Food Safety Plan

3.2 Please give a DESCRIPTION the type of foods and processes involved with the proposed food business.

TYPE OF FOOD E.g. Café style food including pasta, soups, seafood and meat dishes.....):

PROCESSES E.g. Prepare raw produce (meat, vegetables, grains) for cooking, baking, deep frying, tea and coffee.....):

3.3 Do you provide, produce or manufacture any of the following foods?

✓ Please tick all boxes that apply:

- Prepared, ready-to-eat meals
- Frozen meals
- Raw meat, poultry or seafood
- Processed meat, poultry or seafood
- Fermented meat products
- Meat pies, sausage rolls or hot dogs
- Sandwiches or rolls
- Soft drinks/juices/coffee/tea
- Raw fruit and vegetables
- Confectionery

- Infant or baby foods
- Bread, pastries or cakes
- Egg or egg products
- Dairy products
- Prepared salads
- Alcoholic Beverages
- Other:

NOTIFIER'S DECLARATION

In making this application, I the undersigned, agree that I will not commence the handling, sale or production of any food from the Premises until such time that my permit has been approved and included all relevant supporting documentation and any other information or documentation requested by the City's Officers.

I further declare that the information contained in this application is true and correct in every particular. In the case of a company, the signing officer must state position in company.

Name (in full):

Signature:

Date:

Company Position
(If applicable)

Please Note: All forms, supporting documentation and payments should be submitted no less than **10 days prior to the required approval date**.

Applications are not deemed received by the City until the application fee and all documentation has been correctly completed/provided to the City.

**Please submit completed applications to healthapplications@canning.wa.gov.au
In Person at City of Canning 1317 Albany Highway CANNINGTON
Or Via Post to Locked Bag 80, WELSHPOOL WA 6986**

Shared Premises Approval

Date: ____/____/____

City of Canning
 Environmental Health Services
 Locked Bag 80
 WELSHPOOL WA 6986

I, _____, proprietor of registered food
 business: _____,

located at address: _____,

hereby grant permission for the business/proprietor listed below to operate out of this registered food premises, unless advised otherwise in writing, subject to the following conditions:

1. *Days per week (circle) :* *Mon / Tue / Wed / Thu / Fri / Sat / Sun*

2. *Times on permitted day:* _____

3. *Area of Premises where access is restricted (if applicable):*

4. *Other (pls specify)* _____

Proposed Business to share premises:

Business Name: _____

Proprietor Name: _____

ABN: _____ Date of Birth: ____/____/____

In allowing, a separate entity to use the premises, I accept the following:

- i) As the person responsible for the premises I may be held accountable, or duly liable, for any non-compliance observed by the enforcement agency in relation to the conduct of a registered food business operating from the premises.
- ii) Any maintenance required at the premises will be my responsibility, irrespective of whether the separate entity's actions gave rise to maintenance required (this is a civil matter between you and the other entity)
- iii) That I am responsible for ensuring appropriate agreements and procedures are formalized in writing with the separate entity to ensure that neither food business adversely affects the compliance responsibilities of the other.
- iv) I can confirm that access to full washing facilities including a fixed handwash basin, double bowl wash sink clean preparation bench and cooking facilities will be available to the other entity.

Signature: _____ **Date:** ____/____/____

A copy of the Food Act Registration Certificate must be attached to this application form

Application to Construct/Trade Mobile Food Business

Checklist - to be confirmed prior to submission	✓ / ✗
A copy of to scale floor plans and elevations are attached. <i>*New Canning Registrations only</i>	
Details of Floor, Wall and Ceiling Surfaces are attached. <i>*New Canning Registrations only</i>	
Specifications and finishes of all equipment, benchtops, shelving and exhaust canopies are attached. <i>*New Canning Registrations only</i>	
Make, model and registration of vehicle notated on scaled floor plans.	
FoodSafe® Food Handling certificate or equivalent food safety certificate attached. See City's website for access to free training https://www.canning.wa.gov.au/business/doing-business/food-business	
I understand that approval to trade my mobile food van is restricted to approved events only and that I am not entitled to trade in public carparks, reserves, roadways or road verges, that are not subject to a specific/approved organised event.	
I declare that I will maintain a minimum of \$10 million Public Liability Insurance Cover relating to the mobile food business to be registered, and acknowledge that approval to trade my food van within the City of Canning is null and void should I fail to do so.	
Public Liability Insurance Certificate of Current attached (minimum coverage \$10,000,000).	
I will have my Food Act Registration and a copy of the Event Organiser permission for attendance at the organised event displayed at all times.	
I will Provide any other information or documentation requested/required by the City's Officers.	

Annual Registration Fees

The below listed inspection fees are invoiced annually and are not required to be paid at the time of application

High Risk food businesses = \$389.40

'High Risk' – includes premises where food is handled and produced, such as caterers, child care centres, nursing homes, hotels.

Medium Risk food business = \$295.80

"Medium Risk" – includes premises where food is handled and produced - such as café's, lunch bars, supermarkets, restaurants, butchers, bakeries.

Low Risk food business = \$190.75

"Low Risk" includes premises where no, or very limited food preparation occurs (i.e. fruit and vegetable store, news agency, sale of pre-packaged foods)

Application to Construct a Fixed Premises Food Business

Checklist - to be confirmed prior to submission	✓/ ✗
A copy of to scale floor plans and elevations are attached.	
Details of Floor, Wall and Ceiling Surfaces are attached.	
Specifications and finishes of all equipment, benchtops, shelving and exhaust canopies are attached.	
I will arrange for a final post fit-out inspection to be undertaken with one of the City's Environmental Health Officers prior to commencement of trade.	
Certificate of compliance for any Exhaust Canopy certifying that the installation has been completed in accordance with BCA Part F4.12 and AS/NZS 1668.1 & AS 1668.2 are attached (if applicable).	
I have obtained the appropriate approval from the City's Planning Services to use the proposed premises as a Food Business. Application Number: _____	
I have obtained a Building Permit or made an application for a Building Permit from the City's Building Services to undertake fit-out works. Application Number: _____	
I will Provide any other information or documentation requested/required by the City's Officers.	
FoodSafe® Food Handling certificate or equivalent food safety certificate attached. See City's website for access to free training https://www.canning.wa.gov.au/business/doing-business/food-business	
I have submitted the \$230.00 Application and Assessment Fee <u>or</u> \$75.50 Home Occupation/Family day Car Application fee.	

Annual Registration Fees

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Medium Risk food business = \$295.80

"Medium Risk" – includes premises where food is handled and produced - such as café's, lunch bars, supermarkets, restaurants, butchers, bakeries.

Low Risk food business = \$190.75

"Low Risk" includes premises where no, or very limited food preparation occurs (i.e. fruit and vegetable store, news agency, sale of pre-packaged foods)

Child Care Centre (High Risk food business) = \$295.80

Family Day Care = \$135.00