FOOD BUSINESS REGISTRATION FORM

Notification Details		
☐ Commercial Business	☐ Home Business	☐ New Kitchen
☐ Change of Ownership	☐ Kitchen Hire (provide a letter of consent from the owner)	

Food Business Details			
Trading Name			
Premises Adress			
ABN		Email Address	
Phone Number		After Hours Number	
Number of equivalent full-time staff			

Proprietor Details			
Proprietor Name			
Postal Address			
Phone Number		Email Address	

Food Safety Supervisor Details (if different from Proprietor)			
Name			
Phone Number		After Hours Number	
Email Address			
Please provide a copy of all relevant certificates.			

Mobile Food Vehicle Details (if applicable)	
Vehicle/trailer Registration	
Make and model	

Details of any associated premises
Please list details

Description of use of Premises		
Please tick all that apply		
☐ Manufacturer/processor	☐ Snack bar/takeaway	☐ Childcare centre
☐ Retailer	☐ Caterer	☐ Home delivery
☐ Food service/catering	☐ Meals on wheels	☐ Temporary food premises
☐ Distributor/importer	☐ Hotel/motel/guesthouse	☐ Mobile food operator
☐ Packer	☐ Pub/tavern	☐ Market stall
☐ Storage	☐ Canteen/kitchen	☐ Hospital/nursing home
☐ Transport	☐ Charitable or community organisation	
☐ Restaurant/cafe	☐ Other	

Please provide more details about your type of business. Eg butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If you are a catering business, please provide the estimated maximum number of patrons.	
Do you provide, produce or manufacture any of the following foods? Please tick all that apply.	
☐ Prepared, ready to eat table meals	☐ Processed fruit and vegetables
☐ Frozen meals	☐ Confectionary
☐ Raw meat, poultry or seafood (ie oysters)	☐ Infant or baby foods
☐ Processed meat, poultry or seafood	☐ Bread, pastries or cakes
☐ Fermented meat products	☐ Egg or egg products
☐ Meat pies, sausage rolls or hot dogs	☐ Dairy products
☐ Sandwiches or rolls	☐ Prepared salads
☐ Soft drinks/juices	☐ Other
☐ Raw fruit and vegetables	

Nature of Food Business	
Are you a small business?	☐ Yes ☐ No
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer?	☐ Yes ☐ No
Do you process the food that you produce or provide before sale or distribution?	☐ Yes ☐ No
Do you directly supply or manufacture food for organisations that cater to vulnerable persons?	☐ Yes ☐ No
To be answered by manufacturing/processing businesses only	
Do you manufacture or produce products that are not shelf stable?	☐ Yes ☐ No
Do you manufacture or produce fermented meat products such as salami?	☐ Yes ☐ No
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?	☐ Yes ☐ No

Hours of Operation			
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

What is the Size of Your Business?	
Tick one box only	
☐ Large food service	Employs over 50 people in food/retail service sector
☐ Medium	21 to 100 employees in food manufacturing/processing
☐ Medium food service	11 to 50 employees and me be more than one premises
☐ Small	1 to 20 employees in food manufacturing/processing sectors
☐ Small food service	1 to 10 employees and one food retail premises

Recall Contact			
Full name			
Phone Number		After Hours Number	
Email Address			

Food Safety Training

National Food Safety Standard 3.2.2A – Food Safety Management Tools, has been introduced across Australia to reduce the rate of foodborne illnesses linked to poor food handling in certain food services, retail and catering businesses.

The standard introduces three food safety management tools for businesses that handle unpackage foods, potentially hazardous foods and ready-to-eat foods. The three tools include:

1. Requirement to complete food handler training or demonstrate skills and knowledge in safe food handling practices
2. Requirement to appoint a qualified food safety supervisor
3. Requirement to show that your food is safe

Please visit www.health.wa.gov.au/FSMT for more information.

Please provide a copy of your Food Safety Supervisor certificate for all supervisors. All other food handlers are required to complete the Food Handlers Training Course. A record of all food safety training in required to be kept on-site and be made available to Authorised Persons.

Declaration	
☐	I declare as the Applicant, all information contained in this application is true and correct
☐	I have included a fit-out plan with full layout if applicable
☐	I have attached a copy of the Food Safety Supervisor Certificate for all supervisors
☐	I understand that by registering my food business, it is my responsibility to ensure the premises and food handlers comply with the *Food Act 2008, Food Regulations 2009* and *Australia New Zealand Food Standards Code*.
☐	I have attached a copy of my ABN registration or ASIC company registration certificate

Name			
Position			
Signature		Date	

Collection Notice

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To access or correct your personal information, or for more information about how we handle your information, please contact:

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