

Notification of a Food Business

Approval Number

Applicant			
Phone number		Email	
Name of organisation/business			
Address of organisation/business			
Food Business Registration held		Local Government	
Food Business Risk Rating		Liquor Licence	
Food Safety Training Course		Please attach a copy of certificate	
Description of Food Activity <i>eg cake stall, catering for event</i>			
Vans must comply with the ANZFA Food Safety Standards 3.2.3. Further information regarding food vans and premises can be obtained from the Shire's Environmental Health Officer on (08) 9765 1200.			
Types of food to be prepared			
Event/location where food is prepared			
Premises where food is prepared			
Period of approval			
This permit is to be displayed within the Food Premises during operating hours.			
Declaration: I, the applicant as undersigned and authorised on behalf of the above-named organisation/business, agree to the conditions as attached to this form and understand this permit may be revoked at any time for breaches of the conditions, entailing the obligation to cease operations immediately			
Signed		Date	
The above food premises is approved for the location and period indicated once payment of the fee is made, which can be made by contacting the Shire Administration Office during business hours on (08) 9765 1200.			
Environmental Health Officer			
Signed		Date	

There is no fee for not-for-profit organisations

Office Use Only

Fee paid		Receipt #	
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Conditions of Approval – Food Vendors Copy

1. **Perishable food must be kept at 5° or less than or greater than 60° Celsius at all times.**

Food kept between 5°C and 60°C (the danger zone) will promote the rapid growth of bacteria in perishable food items, leading to food poisoning. These food items need to be kept refrigerated or in insulated boxes, such as eskies, covered with ice or ice bricks. Hot food will need to be kept hot (60°C or above) for the duration of the event. A **THERMOMETER** must be kept at all times at the temporary food premises to monitor temperatures.

2. **Food must be kept covered or protected from insects and dust at all times.**

Food must be kept in clean containers or protected in a manner that prevents contamination by insects, dust, and people sneezing or coughing.

3. **Washing Facilities are to be provided.**

An adequate water supply to last for the duration of the event must be provided. The water must be a drinkable quality and stored in a clean container. In addition, hot water needs to be available for the washing of equipment. No disposal of waste water onto the ground is permitted. Disposal hand towels, soap and detergents must be available at the premises.

4. **Food Premises to be enclosed adequately.**

Food premises are to be enclosed adequately to protect the food preparation area from the elements.

5. **All preparation areas and containers to be washable.**

All bench tops and containers are to be smooth, impervious and washable.

6. **Personal Hygiene and Cleaning.**

All people involved with food preparation and sale must be clean and have clean clothing. Persons affected by a food-borne illness should not be involved in food handling. Hands are to be washed regularly, hair to be covered and long hair to be tied back. All surfaces are to be kept clean. Food to be handled with tongs or similar equipment; separate utensils are to be used to handle raw and cooked meats. Hands must be washed after handling raw meats. If children are assisting on a food stall, they must receive adult supervision. **SMOKING IS NOT PERMITTED** at or near food premises.

7. **Rubbish to be placed in appropriate receptacles with lids on and to be removed hygienically and regularly to an approved disposal facility.**

8. **Electric cords to be tagged by licensed Electrician annually & to be made safe (buried) or secured (high), so as not to cause a trip hazard.**

9. **Gas installations must comply with state legislation, be regularly inspected & tested.**

10. **Any direction given by the Environmental Health Officer relating to Food Hygiene or Safety to be followed.**

Definitions – Food Vendors Copy

Food Business	Any organisation, business or individual that handles food at any stage. This includes food that is provided or catered for as part of an event or activity, regardless of whether the food is sold, provided free of charge or supplied for profit.
Food Premises	Any stall, tent, van or other vehicle or other construction where food is stored, prepared or sold.
Environmental Health Officer	Officer gazetted by the Department of Health and employed by the Shire of Boyup Brook.
Food	Includes beverages.

Checklist – For Use by Food Vendor

	Yes	No
Is perishable food being kept at 5°C or less?		
Is hot food kept above 60°C?		
Is there a thermometer at the premises?		
Is all food adequately protected?		
Is enough portable water provided?		
Is hot water available?		
Is everyone clean and wearing clean clothes?		
Is everyone's hair adequately restrained?		
Are hand washing facilities, soap and disposable hand towels provided?		
Are all power cords tagged and made safe?		
Is rubbish regularly bagged and removed?		
Lodged with applicable fee?		

There is no fee for not-for-profit organisations.

Collection Notice

The Shire of Boyup Brook collects your personal information to process your request and provide services.

We may disclose this information to relevant Shire staff, contractors, or other organisations where required to deliver services or meet legal obligations.

This information is collected under the *Local Government Act 1995 (WA)* and other applicable laws.

If you do not provide this information, we may be unable to process your request.

For more information, or to access or correct your personal information, contact: privacy@boyupbrook.wa.gov.au