

## Food Business Notification

Food Act 2008

This form is to be used by an exempted food business to provide notification to the Local Authority in order to satisfy the requirements under the Food Act 2008, and ensure food safety in our community.

**Note:** *Food businesses not meeting one of the below categories must register with the Shire under the Food Act 2008*

### Which categories best describe your proposed business activities?

- A charity or community group not handling potentially hazardous food (food requiring temperature control to prevent the growth of microorganisms or the formation of toxins)
- A charity or community group where food is for immediate consumption after being appropriately cooked e.g., sausage sizzle.
- Solely selling food that is not potentially hazardous food and is contained in a sealed package so it cannot be handled in the course of conducting the food business e.g. lolly counter at a chemist or newsagent.
- Solely providing complimentary drinks in conjunction with another business conducted at those premises. e.g., Hairdresser providing tea / coffee
- Temporary / Mobile trading by a Registered food business at an alternative location to that of their Registration Certificate.

### Details of Food Business

*Write the name of Premises / Charity / Community Group / Business below, and ABN (if applicable).*

Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Main Address: \_\_\_\_\_  
*(Organisation address / Premises Address including Suburb and Postcode)*

Postal Address: \_\_\_\_\_  
*(if different from above)*

Phone (H): \_\_\_\_\_ (M): \_\_\_\_\_ (W): \_\_\_\_\_

Email: \_\_\_\_\_

### Name of Contact person

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Details of Food handling Activity:

Address at which food will be sold / handled: \_\_\_\_\_

Expected number of staff or helpers: \_\_\_\_\_

Will this be a regular event or a one-off event?:  Regular occurrence  One-Off event

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_



**Details of Food handling Activity:**

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_  
Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Description of food handling activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of food on offer: *(please attach a copy of your menu if available)*  
\_\_\_\_\_  
\_\_\_\_\_

- |                         |                          |                              |
|-------------------------|--------------------------|------------------------------|
| Meats or seafoods       | Eggs or egg products     | Rice, pasta and soups        |
| Nuts or other allergens | Processed fruit or salad | Dairy or unpasturised juices |

I have a means to keep potentially hazardous foods separated and outside of 5°C - 60°C

**Food businesses operating as stalls at events must also comply with relevant local laws. A separate Stallholders’ application (trading in public places) may also be required.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In the case of a company, the signing officer must state the position in the company*

Position: \_\_\_\_\_

**Important Information:**

An exempted food business is exempted from registration only. They are still required to comply with the remaining requirements of the *Food Act 2008* and Australia New Zealand Food Standards Code. Food handlers should have sufficient skills and knowledge to ensure only safe and suitable food is provided. Adequate measures should be taken to ensure the premises and all equipment is maintained in a clean and hygienic condition and food is protected from contamination. Food must also comply with the labelling requirements of the Australia New Zealand Food Standards Code. .

Food Act 2008 (available from the Parliamentary Counsel’s Office at [https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a146689.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a146689.html) ) .

Food Regulations 2009 (available from the Parliamentary Counsel’s Office at [https://www.legislation.wa.gov.au/legislation/statutes.nsf/law\\_a146689\\_subsidary.html](https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a146689_subsidary.html) ) .

Australia New Zealand Food Standards Code (available from FSANZ <https://www.foodstandards.gov.au/code/Pages/default.aspx> )