



Application to notify/register a Food Business

GENERAL INFORMATION

This information and application relates to food businesses that are intending to operate in the City of Fremantle area.

Food businesses must obtain approval from the City of Fremantle's Environmental Health Services before commencing operation. Food businesses must comply with the requirements of the *Food Act 2008*, Regulations and the Food Standards Code.

All food product labels must adhere to the Food Standards Code requirements. For further information on labeling you can download brochures from our website at www.fremantle.wa.gov.au.

Once the plans have been approved and the premises have been set up as per the plans, a final approval inspection will be undertaken. This must be completed prior to operation, ideally at least a day before, so that any areas of the premises that do not meet the requirements of the Food Standards Code can be rectified prior to commencing operation.

RESIDENTIAL FOOD PREPARATION

Food businesses wishing to prepare food from a residential premises must have approval from the Local Government where the home is located. You may also require planning approval for a home occupation. Contact your local Council for further information.

In addition to this form you will also be required to complete a residential food preparation application please see our website www.fremantle.wa.gov.au to obtain a copy of this form.

Pre-packaged food must adhere to the labelling requirements of the Food Standards Code. A brochure can be obtained from Environmental Health Services on request.

CONSTRUCTION GUIDELINES AND PLANS

If you want to construct or fit-out a new food business within the City of Fremantle, you will need to first ensure you have correct planning approval for the premises. Our food business construction guidelines will provide you with detailed information on approval and construction requirements. This is available on our website www.fremantle.wa.gov.au

All prospective food business operators should make an appointment with an environmental health officer to discuss ideas to ensure the premises comply with all relevant legislation.

FEES AND CHARGES

Fees are applicable to this application in accordance with the City's Schedule of Fees & Charges (See applicable 2020/21 fees below).

Further to the Notification/Registration fee, each food business is allocated a risk classification. This is determined by the type of food that is prepared and sold at your premises as well as the other information supplied in this form. Once the risk of your business has been determined you will be invoiced accordingly, as per the Schedule of Fees & Charges. Your registration will be issued to you only after payment has been received.

Low Risk Food Business	\$314.00
Medium Risk Food Business	\$537.00
High Risk Food Business	\$676.00
Food Business Notification/Registration	\$102.00

The Food Business Notification/Registration Fee is required to be paid at the time of submitting this application form. If payment is not received the application will not be accepted for processing.

Enquiries: Environmental Health Services - 9432 9999 or email health@fremantle.wa.gov.au



Application to notify/register a new Food Business

Notification / Registration is compulsory under the *Food Act 2008*. This form is for a single business location. Where a food business operates from multiple locations a separate form must be completed for each location. The food business is required to notify the City of Fremantle of any changes to the information provided below. Note that changes to the information may affect the classification of a food business and incur charges.

FOOD BUSINESS DETAILS

Current Food Business Name

New Food Business Name (if applicable)

Address* Post Code

Phone Fax.....

Email

Manager's Name (if different from the proprietor)

Primary language spoken Number of equivalent full time staff.....

Food vehicle make, model and registration number

* If the food business is a food vehicle please provide address of where the food vehicle is garaged.

Details of any associated premises

PROPRIETOR DETAILS

Registered Owner (ABN/ACN) Name.....

ABN..... ACN (if applicable)

Postal Address..... Post Code

Contact Person

Phone..... After Hours..... Fax.....

E-Mail.....

NATURE OF BUSINESS

1. (a) What is your primary business type? Please tick the box that most applies.

- | | | |
|--|---|--|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Hotel/motel/guesthouse | <input type="checkbox"/> Retailer |
| <input type="checkbox"/> Pub/tavern/other liquor license | <input type="checkbox"/> Food Service | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Distributor | <input type="checkbox"/> Hospital/nursing home | <input type="checkbox"/> Importer |
| <input type="checkbox"/> Childcare centre | <input type="checkbox"/> Packer | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Mobile food operator | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Market stall | <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Charity/community org |

See overleaf for further options:

- Snack bar/takeaway Caterer Primary Producer
 Meals-on-wheels Residential manufacturer/processor Family day care
 Temporary food premises Other (Specify)

1. (b) Please advise of any secondary business types and provide more detail about your business. (For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide maximum patrons estimate)

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2. Do you provide, produce or manufacture any of the following foods? Please tick all that apply.

- Raw fruit and vegetables Dairy products Prepared salads
 Meat pies, sausage rolls or hot dogs Processed fruit and vegetables Egg or egg products
 Raw meat, poultry or seafood Bread, pastries or cakes Soft drinks/juices
 Processed meat, poultry or seafood Confectionery Sandwiches or rolls
 Fermented meat products Infant or baby foods Pre-prepared meals
 Fermented drinks (e.g. Kombucha) Uncooked Ready to Eat Meat/Seafood
 Sous vide foods Other.....

*Refer to definitions following

3. These questions seek further information about the nature of your food business. These questions must be answered by all businesses:

Are you a small business*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you process* the food that you provide or produce before sale or distribution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you directly supply or manufacture food for vulnerable persons*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To be answered by manufacturing/processing businesses only:	
Do you manufacture or produce products that are not shelf stable*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/> Yes <input type="checkbox"/> No
To be answered by food service and retail businesses only (includes 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Refer to definitions

Definitions

- **Process** in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.
- **Ready-to-eat food** means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.
- **Shelf stable** means non-perishable food with a shelf life of many months to years.
- **Small business** is a business that employs fewer than 50 people in the 'manufacturing' sector or which employs fewer than 10 people in the 'food services' sector.
- **Vulnerable persons** means people who are in care in a hospital, chemotherapy/renal dialysis service, nursing home, aged care, hospice, respite care establishment, child care centre or a client of a delivered meals organisation.

I declare that the information obtained in this application is true and correct in every particular.

Signature* **Date**

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

The information gathered in this form will be used for purposes related to the administration of the *Food Act 2008 (WA)*. In accordance with regulation 51 of the *Food Regulations 2009 (WA)*, certain details (proprietor name, trading name and address details) may be made publicly available.

CHECKLIST

- Have you attached your floor plans? (not applicable for very low/exempt business**)
- Have you attached your exhaust and ventilation system plan? (not applicable for very low/exempt business**)
- Have you attached a copy of the Business Registration issued by the Australian Securities & Investment Commission (ASIC)?

I have been granted Planning approval and obtained a Building permit for this development, please supply the DA/Permit number.

Reference DA

Building Permit:

Or

I have confirmation from the City's Planning Department & Building Department that the existing use/development does not require Planning approval or a Building permit**.

** Very low risk/exempt food businesses are premises that only sell pre-packaged food and drinks that require no preparation or temperature control. Examples of these premises could be newsagencies, chemists etc.

SUBMISSION INFORMATION

Submission can be made by the following options:

BY MAIL:

Environmental Health Services
City of Fremantle
PO Box 807, FREMANTLE WA 6959

IN PERSON:

City of Fremantle Administration & Library
Fremantle Oval
70 Parry Street, FREMANTLE WA 6160

BY FAX:

(08) 9432 9842

Enquiries: Environmental Health – 9432 9999 or health@fremantle.wa.gov.au