

# Food Business Notification

This Food Business Notification form is designed for a single business location. Where a food business sells food from multiple locations a separate form must be completed for each location.

This form must be submitted 14 days before the business starts trading or business ownership details change. Please use block letters. Submit via mail, fax, email or in person.

New food business [ ]

Updating existing business details [ ]

Temporary food business [ ]

Proprietor / Company Details				
<b>This is a mandatory field</b> Company/Sole Trader		ABN		
<i>NB: A copy of the trust deed <b>must</b> be attached to this form if the trustee of a Trust is specified as a proprietor pursuant to Section 37 of the Food Act</i>				
<b>This is a mandatory field</b> Nominated Contact Person		Position		
First Name	Last Name		Position	
<b>This is a mandatory field</b> Postal address				
Shop/Unit No	Street No	Street		
Suburb	Postcode		State	

Food Business Details				
<b>This is a mandatory field</b> Trading Name				
<i>If existing, name of business previously</i>				
<b>This is a mandatory field</b> Street address <span style="float: right;"><i>Please tick if home-based business [ ]</i></span>				
Shop/Unit No	Street No	Street		
Suburb	Postcode		State	
<i>Details of food vehicle/food trailer if applicable (make, model, registration)</i>				
<b>This is a mandatory field</b> Phone (work)		(mobile)	(fax)	
Email				
<b>This is a mandatory field</b> Number of full time staff (or equivalent)				
<b>This is a mandatory field</b> Date business commenced				
Operating Hours				
Brief description of business/operation (include types of food sold)				
_____				
_____				
_____				
_____				

## Food Business Sector

Retailer  Food Service  Processor/Manufacturer  Distributor

(complete relevant Food Business Classification section below)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Aged Care               | <input type="checkbox"/> Childcare          | <input type="checkbox"/> Hotel/Pub                      |
| <input type="checkbox"/> Bakery                  | <input type="checkbox"/> Delivered Meals    | <input type="checkbox"/> Manufacturer/Processor         |
| <input type="checkbox"/> Bed and Breakfast/Motel | <input type="checkbox"/> Deli               | <input type="checkbox"/> Restaurant                     |
| <input type="checkbox"/> Canteen                 | <input type="checkbox"/> Distributor        | <input type="checkbox"/> Service Station                |
| <input type="checkbox"/> Charitable              | <input type="checkbox"/> Fishmonger/Seafood | <input type="checkbox"/> Snack Bar/Kiosk                |
| <input type="checkbox"/> Club                    | <input type="checkbox"/> Function Centre    | <input type="checkbox"/> Supermarket                    |
| <input type="checkbox"/> Cafe                    | <input type="checkbox"/> Fruit and Veg      | <input type="checkbox"/> Takeaway                       |
| <input type="checkbox"/> Caterer                 | <input type="checkbox"/> Hospital           | <input type="checkbox"/> Temporary/Mobile Food Business |
- Other \_\_\_\_\_

## Food Business Classification

### Retailer

Businesses that sell food to the public which is not processed on site (can include minimal handling such as slicing & weighing of delicatessen products and reheating/hot holding of RTE cooked foods). Generally not intended to be consumed on site and can include supermarkets, convenience stores or specialty retail stores (e.g. supermarkets, retail-only bakery, health food shop)

Is your business a retailer of high-risk foods? Yes  No

(n.b. High risk foods: foods that may contain pathogenic microorganisms and will support formation of toxins or growth of pathogenic microorganisms and generally required to be kept under temperature control)

### Food Service

Businesses that make and/or serve food for consumption on site, taken away for immediate consumption or, catering event and may include transport, (e.g. hotel/pub, restaurant, takeaway shop, sushi, club, snack bar)

Does your business provide food to vulnerable populations (e.g. aged care, child care centres)? Yes  No

Does your business handle or process potentially hazardous foods? Yes  No   
(e.g. raw/cooked meats, smallgoods, foods containing eggs, dairy, cooked rice/pasta, seafood and dairy)

Does your business prepare food in advance or time delay before service? Yes  No   
(e.g. cooling, hot holding/cold holding of food)

### Processor/Manufacturer

Businesses engaged in the physical or chemical transformation of food, food ingredients, substances or components into new products. Can be sold via wholesaler or direct to business. Can include minimal or widespread distribution.

Does your business process or manufacture any of the following? (please tick)

- Low risk baked food (e.g. unrefrigerated products such as biscuits, bread)
- High risk bakery items (e.g. cream/custard/meat filled products)
- Preserving of vegetables in oil or vinegar (e.g. garlic/chilli preserved)
- Pre-prepared meals
- Fruit and vegetable processing (e.g. juices/fruit smoothies)
- Beverage processing (e.g. shelf stable drinks)
- Chocolate processing
- Dairy products (e.g. yoghurt, icecream, cheese, gelati)

### Food Transporter

Businesses engaged in transport or pre-retail distribution activities (particularly importation, wholesaling, wholesale storage and multipurpose wholesalers who distribute not only to retailers but also to restaurant owners or consumers)

Is your business a transporter of high-risk foods? Yes  No

## Declaration

**This is a mandatory field**  
Notification submitted by

Name \_\_\_\_\_ Position \_\_\_\_\_ Date / /

Signature \_\_\_\_\_