

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.

Please ensure that you also contact your local council to discuss any development or planning requirements.

New food business [] **Updating existing business details** [] **Temporary food business** []

Proprietor / Company Details				
This is a mandatory field Company/Sole Trader		ABN		
<i>NB: A copy of the trust deed must 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>				
This is a mandatory field Nominated Contact Person				
First Name	Last Name	Position		
This is a mandatory field Postal address				
Shop/Unit No	Street No	Street	Postcode	State
Suburb				

Food Business Details				
This is a mandatory field Trading Name				
<i>If existing, name of business previously</i>				
This is a mandatory field Street address <i>Please tick if home-based business [<input type="checkbox"/>]</i>				
Shop/Unit No	Street No	Street	Postcode	State
Suburb				
<i>Details of food vehicle/food trailer if applicable (make, model, registration)</i>				
This is a mandatory field Phone (work)		(mobile)	(fax)	
Email				
This is a mandatory field Number of full time staff (or equivalent)				
This is a mandatory field 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 _____