



Food Act 2008 (WA)

Notification/Registration Form

PART A: FOOD BUSINESS DETAILS

Proprietor/Business details

Proprietor Name: <i>(Full names or corporate name)</i>		
Postal Address:		
ABN:		
Phone:	Mobile:	Fax:
Email:		
Primary language spoken:	Number of equivalent full time staff:	

Premises details

Trading Name:
Address of Premises <i>(if food vehicle/temporary food business please provide details of where the vehicle is garaged)</i> :
Phone:
Email:
Name of person in charge and title (if different from proprietor):
Details of food vehicle (make, model, registration plate):
Details of any associated premises: <i>(for milking premises include land division, location/lot number, include alternate dairies)</i>

Description of use of premises

Please tick **all** boxes that apply (there may be more than one)

- | | |
|---|---|
| ☐ Primary production | ☐ Hotel/motel/guesthouse |
| ☐ Manufacturer/processor | ☐ Pub/tavern |

- | | |
|---|---|
| ☐ Retailer | ☐ Canteen/kitchen |
| ☐ Food Service | ☐ Hospital/nursing home |
| ☐ Distributor/importer | ☐ Childcare centre |
| ☐ Packer | ☐ Home delivery |
| ☐ Storage | ☐ Temporary food premises |
| ☐ Transport | ☐ Mobile food operator |
| ☐ Restaurant/café | ☐ Market stall |
| ☐ Snack bar/takeaway | ☐ Charitable or community organisation |
| ☐ Caterer | ☐ Meals-on-wheels |
| ☐ Other _____ | |

Please provide more details about your type of 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)

Do you provide, produce or manufacture any of the following foods?

*Please tick **all** boxes that apply*

- | | |
|--|---|
| ☐ Prepared, ready to eat ¹ table meals | ☐ Confectionary |
| ☐ Frozen meals | ☐ Infant or baby foods |
| ☐ Raw meat, poultry or seafood (i.e. oysters) | ☐ Bread, pastries or cakes |
| ☐ Processed meat, poultry or seafood | ☐ Egg or egg products |
| ☐ Fermented meat products | ☐ Dairy products |
| ☐ Meat pies, sausage rolls or hot dogs | ☐ Prepared salads |
| ☐ Sandwiches or rolls | ☐ Other: |
| ☐ Soft drinks/juices | |
| ☐ Raw fruit and vegetables | |
| ☐ Processed fruit and vegetables | |

Nature of food business

	Yes	No
Are you a small business ² ?		
Is the food that you provide, produce or manufacture ready-to-		

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold

² Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

eat ¹ when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons ³ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including 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?		

Hours of operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Recall contact:

First name			
Last name			
Phone		Mobile:	Fax:
Email			

Declaration:

I, the person making this application declare that:

- the information contained in this application is true and correct in every particular
- the prescribed fee is enclosed with this application (see Part B).

Signature of applicant*: _____

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

Date: _____

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.

³ Standard 3.3.1 *Australia New Zealand Food Standards Code*

PART B: PAYMENT OF PRESCRIBED FEE OPTIONS

Food Premises Registration/Notification Assessment Fees					
Notification of Food Premise Fee - Not for Profit	No	Council	Free	Free	Food Act 2008
Notification of Food Premise Fee - Commercial	No	Council	Free	50.00	Food Act 2008
High/Medium/Low Risk Food Premises Registration Fee	No	Council	200.00	200.00	Food Act 2008. Risk level to be determined by Shire Environmental Health Officer
Very Low Risk Food Premises Registration Fee	No	Council	50.00	50.00	Food Act 2008. Risk level to be determined by Shire Environmental Health Officer
Food Premises Annual Surveillance Fees					
High Risk Food Premises	No	Council	500.00	500.00	Food Act 2008 - Invoiced July each year
Medium Risk Food Premises	No	Council	400.00	400.00	Food Act 2008 - Invoiced July each year
Low Risk Food Premises	No	Council	250.00	250.00	Food Act 2008 - Invoiced July each year
Registration of Home Food Preparation Business	No	Council	100.00	100.00	Food Act 2008 - Invoiced July each year
Annual Surveillance Fee for Home Food Business	No	Council	100.00	100.00	
Registration of Non Profit Community Organisations and School Canteens	No	Council	Free	Free	

☐ By Cheque

Enclose a cheque or money order made payable to **Shire of East Pilbara** and forward payment to:

Shire of East Pilbara

PMB 22

Newman WA 6753

☐ By Credit Card

Please charge my ☐ Mastercard ☐ Visa

Card No Card Expiry Date

Cardholder's Name (please print) _____

Cardholder's Signature _____ Amount Paid \$ _____

ENQUIRES

Please contact the Environmental Health Officer for clarification or assistance in completing this form, 9175 8000 or health@eastpilbara.wa.gov.au