

Change of Details for an Existing Food Business

Food Act 2008 (Section 113)

ABN 21 086 180 442

2 Midland Square, Midland WA 6056

Ph (08) 9267 9267 Fax (08) 9267 9444

swan@swan.wa.gov.au

www.swan.wa.gov.au

This Form is to be used for the purposes of notifying the City of Swan of any changes relevant to an existing approved food business. This may include changes in contact information (change of business name, mailing address, phone number, email or change of key personnel) or may involve changes to the type of food handling activities undertaken or food sold. It does not include when the food business is sold and there is a new owner and in this situation the City's 'Change of ownership of an existing food business' form is to be used instead.

Details of Food Business (Please ensure all sections are completed)

Name of Business:

Address of Business:

Postal Address: (if different from above)

Name of Proprietor: Mr/Mrs/Ms (in full)

Name of Additional Proprietor: (in full if applicable)

Name of Manager: (in full if not Proprietor)

Phone:

Mobile:

Email:

ABN/ACN:

Number of equivalent full time staff: (including yourself)

Details of Food Handling Activity

Date from which this change in details takes effect:

Food Handling Activity remains unchanged:

Yes (if Yes skip the remaining section and go to **Declarations** below)

No

Address at which food will be sold:

Description of type of business and food handling activities:

(eg butcher, baker, cafe, restaurant etc) (storage, preparation, cooking, refrigeration, transport etc)

Details of Food Handling Activity (continued)

Description of type of food on offer:

Declarations

Owner:

I, (Name of Owner) _____, the person making this notification declare that the information contained in this form is true and correct in every particular.

Date

Lodging this form:

In Person: City of Swan Administration Centre, 2 Midland Square, Midland

By Mail: PO Box 196, Midland WA 6936

By Email: swan@swan.wa.gov.au

By Fax: 9267 9444

Important Information

All food businesses must comply with the requirements of the *Food Act 2008* and *Australia New Zealand Food Standards Code*. In particular 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 businesses operating as stalls at events must also comply with the City's *Consolidated Local Laws 2005*. A separate trading in public places application may also be required.

Fact Sheets, Guidelines and Other Information

Additional information, including fact sheets and guidelines on food handling and food safety, may be found on the following websites;

- Department of Health – www.public.health.wa.gov.au
- Food Standards Australia New Zealand – www.foodstandards.gov.au
- City of Swan – www.swan.wa.gov.au

Legislation Requirements

- *Food Act 2008* (available from the Department of Justice www.legislation.wa.gov.au)
- *Food Regulations 2009* (available from the Department of Justice www.legislation.wa.gov.au)
- *Australia New Zealand Food Standards Code* (available from FSANZ www.foodstandards.gov.au)
- *Consolidated Local Laws 2005* (available from City's website www.swan.wa.gov.au)

Should you have any queries regarding any of the above, please do not hesitate to contact the City of Swan's Health Services on 9267 9153.

Free Food Safety Training

***I'm Alert* food safety program**

To assist food businesses to meet the requirements of ensuring their staff have sufficient skills and knowledge, the City of Swan subscribes to the **I'm Alert** food safety program. This program is provided free of charge to our food businesses and is available on the City's website.

The program is easy to follow, includes a presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records

Visit www.cityofswan.imalert.com.au to conduct the training now

***DoFoodSafely* learning program**

DoFoodSafely is a free, online, learning program for people working with food. The program provides information about safe food handling practices and other important information to keep the food that you sell safe. The program takes about one hour to complete, and users can test their knowledge by completing the quiz at the end of the online course.

A certificate is provided to the user if they achieve 90 per cent or more correct answers in the quiz. Several translations are also available to complete **DoFoodSafely**

Visit dofoodsafely.health.vic.gov.au/index.php/en/ to conduct the training now

New Food Safety Standard 3.2.2A – Food Safety Management Tools

Please follow the link below for more information on how the new standard may apply to your food business.



New national standard for food businesses

from 8 December 2023 | *Food Safety Standard 3.2.2A*

to find out more go to www.swan.wa.gov.au/newfoodstandard

