CITY OF SWAN

Food Business Settlement Enquiry Form

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 making a settlement enquiry regarding health issues in relation to the sale of an existing food business.

Details of Food Business

Name of Business:

Address of Business:

Name of Proprietor:

Date of settlement due:

A settlement enquiry can only be made by a licenced Settlement Agent operating under the *Settlement Agents Act 1981* on behalf of the vendor or prospective purchaser or by a prospective purchaser only with the consent of the current proprietor. Please complete the following relevant section depending on who is making the enquiry.

Option A: For use by Settlement Agents

Name of Settlement Agent:

Name of Settlement Company:

Postal address:

Email:

Phone (W):

Mobile:

Signature

Date

Option B: For use by Prospective Purchaser

Name of Prospective Purchaser:

Postal address:

Email:

Phone (W):

Mobile:

CITY OF SWAN

Option B: For use by Prospective Purchaser (continued)

Declaration:

I/We, (current business proprietors) _____, being the proprietors of the food business detailed above do hereby authorise the City of Swan to disclose information to the person named as the Prospective Purchaser above, including copies of current inspection report and notices or other relevant information pertaining to the operation of said food business.

Signature (of current proprietor) **Date**

Signature (of current proprietor) **Date**

Type of Request (please select which type of information is requested)

◯ **Desk top review | $56 applicable fee**

A review of premises file will be undertaken and relevant information provided including any outstanding notices and outstanding fees. Information provided will be based on the last inspection and may no longer reflect the current situation.

◯ **New inspection | $182 applicable fee**

A new inspection by an Environmental Health Officer will be undertaken and a copy of the inspection report provided as well as any other relevant information concerning notices or outstanding fees.

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

Fees:

Payment of the applicable fee depending on the option selected is to be made upon lodgement of the form and before any information is provided to the applicant of this enquiry.

Payment Options

◯ **Pay in Person**
Pay via cash, EFTPOS, cheque, money order or credit card at:
Cashier at City of Swan Administration Centre,
2 Midland Square, Midland
between 8.00am and 4.30pm Monday to Friday.

◯ **Pay by Mail**
Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

◯ **Pay by Credit Card**
For credit card payments not made in person please ensure your contact details (mobile/phone/email) are provided on the application form, as you will be contacted by a member of the City's Customer Experience team to arrange payment once your application has been received.
Note: A fee of 0.4% of the transaction value applies to all card payments.

Please note that payment must be received before your application can be assessed.

CITY OF SWAN

Change of Ownership Detail

This form is not a change of ownership form. Should the sale of the food business proceed the new owner with be required to submit to the Change of Ownership for an Existing Food Business Form to the City of Swan. Go to www.swan@swan.wa.gov.au to obtain a copy of the form.

Important Information

It remains the food business proprietors responsibility to ensure they comply with all legislative requirements. To assist businesses meet the requirements the City has developed a number of guideline information sheets. Proprietors should refer to these guidelines to ensure what is being conducted will be and remains acceptable. The City can however provide advice to proprietors seeking further clarification if they are unsure of the requirements. It is recommended new proprietors make themselves familiar with the following City of Swan guidelines;

- A Guide for New Food Business Proprietors
- A Guide to the Operational Requirements for Food Premises
- A Guide to the Structural Requirements for Food Premises

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.

CITY OF SWAN

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**

city of swan