

Notification Form for an Exempt Food Business

Food Act 2008 (Section 107 & 109)

ABN 21 086 180 442

2 Midland Square, Midland WA 6056

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www.swan.wa.gov.au

This Form is to be used for the purposes of satisfying the requirements, under the *Food Act 2008*, of an exempted food business to provide notification to the Local Authority.

Which categories best describe your proposed business activities?

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

Food business is a charity or community group not involving the handling of potentially hazardous food (PHF – food requiring temperature control to prevent the growth of pathogenic microorganisms or the formation of toxins).

Food business is a charity or community group whereby food is for immediate consumption after being appropriately cooked e.g. sausage sizzle.

Food business consists solely of selling food that is not potentially hazardous food and is contained in a closed package so that it cannot be handled in the course of conducting the food business e.g. lolly counter at a chemist or newsagent.

Food business consists solely of providing complimentary drinks in conjunction with another business conducted at those premises.

Temporary trading by a Registered food business at an alternative location to that of their Registration Certificate.

NB: Please provide a copy of Registration Certificate if selecting this option

Note: Food businesses not meeting one of the above categories are required to be registered under the *Food Act 2008* and must submit the City's "Food Business Registration Form".

Details of Food Business

Name of Premises/Charity/Community Group:

Address of Business:

Postal Address: (if different from business address)

Name of Contact Person: Mr/Mrs/Ms (in full)

Business Phone:

Mobile:

Email:

ABN/ACN:

Max. number of staff at any one time: (including yourself)

Details of Food Handling Activity

Address at which food will be sold:

Will this be a regular occurrence at this location or is it a one off event:

Regular Occurrence

One Off Event

Event Date(s) (if applicable)

Event Time: (if applicable)

Description of food handling activities:

Description of type of food on offer:

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

Date:

Important Information

An exempted food business is exempted from registration only. They are still required to comply with the remaining 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)

Free Food Safety Training:

To assist food businesses meet the requirements of ensuring their staff have sufficient skills and knowledge, the City of Swan provides free food safety training. The 'I'm Alert' food safety program is available on the City's website at www.swan.wa.gov.au. New proprietors should complete this training if they have not already done so.

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

