

Change of Details for an Existing Food Business

Food Act 2008 (Section 113)

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 Food Safety Supervisor section next)

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:

Food Safety Supervisor requirements

Is your business required to appoint a Food Safety Supervisor? Yes No

(If you are unsure, please see end of document for more info)

If yes, have you attached your Food Safety Supervisor certificate? Yes No

Please note: If you have not already appointed a Food Safety Supervisor and/or not attached a certificate to this form, an Improvement Notice will be issued for this to be completed/provided within 30 days (see end of document for a link to courses available).

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.

New Food Safety Standard 3.2.2A – Food Safety Supervisor Training

Food Businesses will be required to appoint a Food Safety Supervisor if they handle unpackaged, potentially hazardous food that:

- Is used in the preparation of ready-to-eat, potentially hazardous food to be served to a consumer, or
- Is ready-to-eat food intended for retail sale by that business.

A Food Safety Supervisor will be required to take a Food Safety Supervisor training course delivered by a registered training organisation and the certification must be refreshed every 5 years. At least one person from your food business is required to undertake this training and this person needs to be reasonably available for the business, which means mostly onsite.

For more information on the courses available and the relevant units of competencies

www.health.wa.gov.au/Articles/F_1/Food-Safety-Supervisor-Training-Course

For more information on how the new standard may apply to your food business

www.health.wa.gov.au/Articles/F_1/Food-safety-management-tools-for-food-businesses

If you are unsure if you are required to appoint a Food Safety Supervisor, please contact the City's Health Services on **9267 9153** as soon as possible.

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