

# 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: <i>(if different from above):</i>		
Name of Proprietor: Mr, Mrs, Ms <i>(in full)</i>		
Name of Additional Proprietor: <i>(in full if applicable)</i>		
Name of Manager <i>(in full if not Proprietor):</i>		
Phone:	Mobile:	Fax:
Email:		ABN/ACN:
Number of equivalent full time staff <i>(including yourself):</i>		
Details of Food Handling Activity		
Date from which this change in details takes effect:		
Food Handling Activity remains unchanged: <b>Yes/ No</b> <i>(if Yes skip the remaining section and go to <b>Declarations</b> below)</i>		
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):		
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: \_\_\_\_\_

### **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.

### **Legislation:**

- *Food Act 2008* (available from the State Law Publisher at [www.slp.wa.gov.au](http://www.slp.wa.gov.au))
- *Food Regulations 2009* (available from the State Law Publisher [www.slp.wa.gov.au](http://www.slp.wa.gov.au))
- *Australia New Zealand Food Standards Code* (available from FSANZ [www.foodstandards.gov.au](http://www.foodstandards.gov.au))
- *Consolidated Local Laws 2005* (available from City's website [www.swan.wa.gov.au](http://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](http://www.swan.wa.gov.au)

### **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](http://www.public.health.wa.gov.au)
- Food Standards Australia New Zealand – [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- City of Swan – [www.swan.wa.gov.au](http://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.

### **Lodging your Notification:**

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](mailto:swan@swan.wa.gov.au)  
By Fax: 9267 9444