

Home Based Food Business Registration Form



Food Act 2008 (Section 110)

This Form is to be used for the purposes of satisfying the requirements, under the *Food Act 2008*, of a proprietor of a new Food Business to provide notification to the Local Authority to enable the issuing of a Registration Certificate.

Which categories best describe your proposed business activities?

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

- Food handling will occur within the residential domestic kitchen
- Food handling will occur within a separate room away from the domestic kitchen which has been fitted out to a commercial food business standard
- Food business is in connection to a home based family day care centre
- Food business is in relation to part of a Bed and Breakfast or similar operation
- Food business is in relation to a temporary food stall or food vehicle stored or housed at the residence

Details of Food Business	
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: Mr, Mrs, Ms <i>(in full if applicable)</i>	
Phone:	Mobile:
Email:	ABN/ACN:
Vehicle type and Registration <i>(if applicable)</i> :	
Maximum number of staff at any one time <i>(including yourself)</i> :	

Description of foods to be prepared

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

- Jams
- Cakes, biscuits, muffins and flour products which do not contain potentially hazardous food such as cream
- Cake decorating e.g. traditional wedding cakes using marzipan decoration or other type of icing not requiring temperature control
- Chutneys, relishes and sauces that are heat treated by boiling or cooking
- Herb vinegars with a pH of less than 4.5
- Repackaging of bulk packaged low risk food products
- Pickled onions
- Other (see note below): Please attach details of all foods to be prepared, list of all ingredients and an indication of the process involved in making the food products

Other foods are those classed as shelf stable food products i.e. where the final product does not require temperature control during storage or transport. Other foods may be approved by the City but only where they are assessed as a low risk and suitable for a residential kitchen, unless part of a B&B or family based day care centre.

Medium or high risk foods may be prepared from a purpose built isolated facility within the residential property e.g. a spare room fitted out to a commercial standard.

Documentation required to be submitted with this form

Plans are not required where the existing domestic kitchen is intended to be used. Plans are only required where a separate purpose built area is intended to be constructed to allow the preparation of medium or high risk activities. As a minimum plans should be a floor plan of the food handling area (showing all appliances and equipment), to scale (typically 1:100 or 1:200) and with details of specifications (including details of floor, wall and ceiling finishes, bench surfaces etc). Additional information by way of elevations may also be provided. Please refer to 'Important Information' overleaf.

Fees:

Payment of the following fee is required.

- Registration fee is **\$176.00 (non refundable)**

Date: _____

Payment Options:

Pay in Person:

Pay via cash, EFTPOS, cheque, money order or credit card at the 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 in person, please complete the "Credit Card Payment Form" below when returning this form.

Credit Card Payment Form	
Name as shown on Card _____	
Card Holder Address _____	
Type of Card	<input type="checkbox"/> Amex <input type="checkbox"/> Master Card <input type="checkbox"/> Visa
Signature _____	
Amount \$ _____	Expiry Date _____ / _____
Card No.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

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

Initial Inspection:

Prior to commencing operations an inspection of the food business is usually undertaken by Health Services. There is no additional fee for this inspection and it will ensure your premises are compliant with legislative requirements and helps avoid the need for rectification work whilst trying to operate. You will be contacted shortly by a City Officer to arrange an inspection of your premises or you may contact the City yourself on 9267 9267.

Important Information:

This is not an application form for approval and consequently no 'Conditions of Approval' will be issued. It is designed solely to meet the requirements for a food business to obtain a Registration Certificate under the *Food Act 2008*.

It is the food businesses responsibility to comply with all other legislative requirements, including building legislation & planning legislation requirements and this may require separate applications to be lodged with the City. 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 proposed will be acceptable. The City can however provide advice to proprietors seeking further clarification if they are unsure of the requirements. For more information on Building and Planning requirements please contact the City on 9267 9267.

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 State Law Publisher at www.slp.wa.gov.au)
- *Food Regulations 2009* (available from the State Law Publisher www.slp.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

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.