

New 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.

Details of Food Business		
Name of Business:		
Address of Business:		
Postal Address : <i>(if different from above)</i>		
Name of Proprietor/Company Name: <i>(in full)</i>		
Name of Additional Proprietor: <i>(in full if applicable)</i>		
Business Phone:	Mobile:	Fax:
Email:	ABN/ACN:	
Maximum number of staff at any one time <i>(including yourself)</i> :		
Details of Food Handling Activity		
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:		

Documentation required to be submitted with this form

Provide a copy of plans for the intended food business. 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.

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 the following fee is required.

- Registration fee is **\$176.00**

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"/>

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 of a food business to obtain a Registration Certificate.

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 to 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.



FREE

Online Food Safety Training

Now available through the City of Swan Website.

The City of Swan takes food hygiene within our city very seriously. All food businesses have obligations and the City of Swan is assisting food businesses to meet these obligations by providing free access to this exciting new training tool.

There is a high demand for training within the food sector. This training will assist food handlers in developing the required skills and knowledge to ensure food is handled in a safe and hygienic manner.

The program is easy to follow, includes an entertaining 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.