

# Application Form: Prepare and Sell Food from Residential Premises

<b>Applicant's Details</b>			
Name of Applicant:			
Mail Address:	Street Address:		Post Code:
	Suburb:		
Phone:	Mob:	Fax:	
Email:			

<b>Food Business Details</b>			
Name of Proposed Food Business:			
Residential Address:	Street Address:		Post Code:
	Suburb:		
Estimated number of equivalent full time staff:			
ABN:			
<b>Will your proposed food business</b>			
Require deliveries or customers visiting your house to buy products?	Yes	No	
Employ people that are not members of the occupier's family?	Yes	No	
If Yes then you will need planning approval. Therefore please contact the Shire's Planning Services on 9526 1111 to discuss the planning approval process.			
<b>Which category best describes your proposed residential food business?</b>			
Food manufacturing/processing		Food transport	
Food packaging		Caterer	
Distributor		Charitable or community organisation	
Family day care		Storage	
Other:			
<b>Describe any proposed alterations to the residence:</b>			

Attach a plan of the residence, clearly indicating all areas that will be utilised for the food preparation, production, storage, processing or other uses associated with the business (eg office areas). A separate Building Licence may be required prior to alterations to the residence being undertaken. Therefore, please contact Shire's Building Services on 9526 1111 to discuss further.

## Contact Us

### Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)



<b>Details of Food Handling Activities</b>			
Some low risk food activities may be permitted in residential kitchens, however more complex food processing activities will need to be undertaken in an approved purpose built commercial kitchen.			
<b>Category of low risk foods being produced:</b>			
Cakes, biscuits, muffins and flour products that do not contain potentially hazardous food such as cream.		Chutneys, relishes and sauces with a pH less than 4.5.	
Cake decorating.		Repackaging of low risk confectionery products.	
Jams.		Food produced for community or charitable purposes.	
Pickled onions.		Food for farm stay or home stay accommodation.	
Other:			
Other foods may be approved by the Shire of Serpentine Jarrahdale but only where they are assessed and the residential kitchen is of a suitable standard.			
If your kitchen is not of a commercial standard and you wish to undertake more complex food processing activities, you have the option of renting out a Shire owned commercial kitchen. These kitchens are located at the following SJ halls:			
<ul style="list-style-type: none"> <li>• Clem Kentish Hall (Serpentine)</li> <li>• Byford Hall (Byford)</li> <li>• Bruno Gianatti Hall (Jarrahdale)</li> <li>• Serpentine Jarrahdale Community Recreation Centre (Byford)</li> </ul>			
Please contact Shire's Health Services on 9526 1111 for information on Shire kitchens, associated fees and their availability.			

## Checklist for Approval

<b>Details</b>	
Your application must be accompanied with the following:	
<ul style="list-style-type: none"> <li>• A scaled floor plan of the residential kitchen showing all existing fixtures, fittings and finishes (prefer A4 size and or/graph paper).</li> </ul>	
<ul style="list-style-type: none"> <li>• A letter outlining in detail, the proposed food handling activity. Please include detailed information on the following:               <ul style="list-style-type: none"> <li>• The food/s to be prepared and expected numbers or volumes.</li> <li>• A list of all ingredients, place of purchase and how they will be transported.</li> <li>• Proposed frequency of preparation.</li> <li>• An indication of the processes/recipe, involved with making the food products.</li> <li>• Details of storage conditions of food products and finished product to prevent contamination.</li> <li>• Proposed method of sale.</li> <li>• A sample of the food package labels to be used, compliant with the Australia New Zealand Food Standards Code.</li> </ul> </li> <li>• Completed Food Premises Notification/Registration form.</li> <li>• Any other information considered relevant.</li> </ul>	



<b>Fee Information for Residential Food Premises</b>	
Food Premises Notification/Registration	\$80.70
Annual Assessment for low risk food businesses	\$87.94
Annual Assessment for medium risk food businesses	\$347.00
<b>For Information for Shire Kitchen hire, please contact our Customer Service Team.</b>	

**Declaration**

I, the person making this application declare that:

- This Application Form is accompanied by a signed and completed 'Food Premises Notification/Registration Form' and the required \$80.70 fee.
- I have provided all the required information as outlined in the checklist provided, and associated documents.
- The information contained in this application is true and correct in every particular.

Signature of Applicant:  In the case of a company, the signing officer must state position in the company.	Date:
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Further information can be obtained from Shire's Health Services on 9526 1111.