

Food Premises Notification / Registration Form

✓ Please tick the appropriate box

- Registering a new food business with the Shire of Serpentine Jarrahdale
- Notifying the Shire of an existing food business already registered with another council but intending to trade in the Shire of Serpentine Jarrahdale
- Updating Details (only for updating postal address or business activities)

Proprietor/Business Details:			
Name of Proprietor:			
Postal Address:			
ABN:			
Phone:	Mob:	Fax:	
Email:			
Primary language spoken:		Number of equivalent full time staff:	

Premises details: <i>(if registering a food vehicle/temporary food business, please provide details of where the vehicle is garaged)</i>
Trading Name:
Address of Premises:
Phone:
Email:
Name of person in charge and title (if different from proprietor)
Details of food vehicle: (make, model, registration plate)
Details of any associated premises:

Hours of operation:	
Monday:	Friday:
Tuesday:	Saturday:
Wednesday:	Sunday:
Thursday:	

Contact Us

Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: 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



Recall Contact:			
First Name:		Last Name:	
Phone:	Mob:	Fax:	
Email:			
Would you like to receive Food Recall Notifications by email?		Yes	No

Nature of business information:

Shire of Serpentine Jarrahdale must be notified of any changes to the information provided below. The new information must be provided to the Shire before the changes occur. Any changes to the information may affect the classification of a food business.

Description of premises use. (Please tick all boxes that apply)			
Manufacturer/Processor		Hotel/Motel/Guesthouse	
Retailer		Pub/Tavern	
Food Service		Canteen/Kitchen	
Distributor/Importer		Hospital/Nursing Home	
Packer		Child Care Centre	
Storage		Home Delivery	
Transport		Mobile Food Operator	
Restaurant/Café		Market Stall	
Snack Bar/Take away		Charitable or Community Organisation	
Caterer		Temporary Food Premises	
Meals on Wheels		Pet Meat Processor	
Primary Production – Poultry Meat		Primary Production – Meat	
Primary Production – Eggs or Egg Products		Primary Production – Seed Sprouts	
Other			

Please provide more detail about your type of business

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor and service station.)

Do you provide, produce or manufacture any of the following foods? Please tick all boxes that apply			
Prepared Ready To Eat Table Meals		Infant or Baby Foods	
Frozen Meals		Bread, Pastries or Cakes	
Raw Meat, Poultry or Seafood		Egg or Egg Products	
Processed Meat, Poultry or Seafood		Dairy Products	
Fermented Meat Products		Prepared Salads	
Meat Pies, Sausage Rolls or Hot Dogs		Sandwiches or Rolls	
Soft Drinks/Juices		Raw Fruit and Vegetables	
Processed Fruit and Vegetables		Confectionery	
Pet Meat		Other	



Nature of food business		
To be answered by all businesses:	Yes	No
Are you a small business?		
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacture food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or child care centres)?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (includes charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready to eat food at a different location from where it is prepared?		

Ready to eat food means food that is ordinarily consumed in the same state as that in which it is sold.

Small business is a business that employs less than 50 people in the 'manufacturing' sector or which employs less than 10 people in the food services sector.

Food Business Registration and Administration Fees	
Registration of a Food Business	\$80.70
Verification of Food Safety Programs or Management Statements – Per Hour (if required)	\$202.00
Change of Ownership	\$62.06

Declaration:

I, the person making this application declare that:

- ✓ 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 Company:	Date:

**Payment options:****Option 1**

Payment may be made by either cash or cheque, made payable to Shire of Serpentine Jarrahdale and quote cost centre HIA218

Option 2

To pay by credit card, telephone 9526 1111 with your credit card details and quote cost centre HIA218

OR

Complete the details below and send in with application

Amount:	
Name on card:	
Card number:	
CCV – credit card verification (3 digit number on back of credit card):	
Expiry date:	Signature:

Please note:

Food Businesses require risk assessments that will incur a fee. Please refer to the below table.

Your food business risk rating will be determined when we complete our initial risk classification of your business.

Food Business Risk Assessment Annual Inspection Fees	
High Risk	\$481.00
Medium Risk	\$347.00
Low Risk	\$87.94
Very Low Risk	\$46.00
Pet Meat Premises	\$481.00

Health Services Use Only	
Risk Class:	Score:
Administration Completed:	Date: