

Food Business 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)
- ☐ Change of ownership of an existing food business

Proprietor Details:		
Name of Proprietor:		
Postal Address:		
ABN:		
Phone:	Mob:	Email:
Number of equivalent full-time staff:		

Business details: (if registering a food vehicle, provide the details of where the vehicle will be garaged)	
Business 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:	

Food Business Notification / Registration Form

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	<input type="checkbox"/>	Hotel/Motel/Guesthouse	<input type="checkbox"/>
Retailer	<input type="checkbox"/>	Pub/Tavern	<input type="checkbox"/>
Food Service	<input type="checkbox"/>	Canteen/Kitchen	<input type="checkbox"/>
Distributor/Importer	<input type="checkbox"/>	Hospital/Nursing Home	<input type="checkbox"/>
Packer	<input type="checkbox"/>	Child Care Centre	<input type="checkbox"/>
Storage	<input type="checkbox"/>	Home Delivery	<input type="checkbox"/>
Transport	<input type="checkbox"/>	Mobile Food Operator	<input type="checkbox"/>
Restaurant/Café	<input type="checkbox"/>	Market Stall	<input type="checkbox"/>
Snack Bar/Take away	<input type="checkbox"/>	Charitable or Community Organisation	<input type="checkbox"/>
Caterer	<input type="checkbox"/>	Temporary Food Premises	<input type="checkbox"/>
Meals on Wheels	<input type="checkbox"/>	Pet Meat Processor	<input type="checkbox"/>
Primary Production – Poultry Meat	<input type="checkbox"/>	Primary Production – Meat	<input type="checkbox"/>
Primary Production – Eggs or Egg Products	<input type="checkbox"/>	Primary Production – Seed Sprouts	<input type="checkbox"/>
Other	<input type="checkbox"/>		<input type="checkbox"/>

Please provide more detail about your type of business (For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor and service station.)

Food Business Notification / Registration Form

Do you provide, produce or manufacture any of the following foods?

Please tick all boxes that apply

Prepared Ready to Eat Table Meals	<input type="checkbox"/>	Infant or Baby Foods	<input type="checkbox"/>
Frozen Meals	<input type="checkbox"/>	Bread, Pastries or Cakes	<input type="checkbox"/>
Raw Meat, Poultry or Seafood	<input type="checkbox"/>	Egg or Egg Products	<input type="checkbox"/>
Processed Meat, Poultry or Seafood	<input type="checkbox"/>	Dairy Products	<input type="checkbox"/>
Fermented Meat Products	<input type="checkbox"/>	Prepared Salads	<input type="checkbox"/>
Meat Pies, Sausage Rolls or Hot Dogs	<input type="checkbox"/>	Sandwiches or Rolls	<input type="checkbox"/>
Soft Drinks/Juices	<input type="checkbox"/>	Raw Fruit and Vegetables	<input type="checkbox"/>
Processed Fruit and Vegetables	<input type="checkbox"/>	Confectionery	<input type="checkbox"/>
Pet Meat	<input type="checkbox"/>	Other	<input type="checkbox"/>

Nature of food business:

(To be answered by all businesses)

	Yes	No
Are you a small business?	<input type="checkbox"/>	<input type="checkbox"/>
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?	<input type="checkbox"/>	<input type="checkbox"/>
Do you process the food that you produce or provide before sale or distribution?	<input type="checkbox"/>	<input type="checkbox"/>
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 childcare centres)?	<input type="checkbox"/>	<input type="checkbox"/>

To be answered by manufacturing/processing businesses only:

Do you manufacture or produce products that are not shelf stable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

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 employ less than 10 people in the food services sector.

Food Business Notification / Registration Form

Food Business Registration and Administration Fees	
Registration of a Food Business	\$91.00
Notifying the Shire of an existing food business already registered with another council but intending to trade in the Shire of Serpentine Jarrahdale	\$91.00
Updating Details (only for updating postal address or business activities)	No fee
Change of Ownership	\$70.00
Verification of Food Safety Programs or Management Statements – Per Hour (if required)	\$227.00

Declaration:

I, the person making this application declare that:

- ✓ The information contained in this application is true and correct.

Signature of Applicant:	
Date:	
In the case of a company being the applicant, the signing officer must state their position in the Company:	

Food Business Notification / Registration Form

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 HIA218OR

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 for our current annual fees and charges. Your food business risk rating will be determined when we complete our initial risk classification of your business.

Fees are charged at a pro-rata rate for the remainder of the year upon registration, and in full at the start of each calendar year.

Food Business Risk Assessment Annual Inspection Fees	
High Risk	\$540.00
Medium Risk	\$390.00
Low Risk	\$99.00
Very Low Risk	\$52.00
Pet Meat Premises	\$786.00
Additional risk assessment fee when a non-compliance is identified	\$149.50