



Shire of Dowerin

13 Cottrell Street

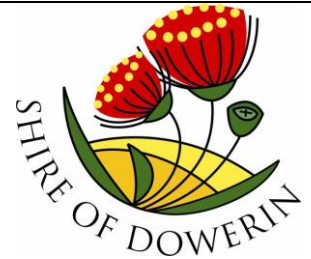
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FOOD PREMISES NOTIFICATION FORM

Please return to the Shire Office within 7 days

If the business is sold or closes you are also required to notify in writing to the Shire Council
Environmental Health Officer

Contact Details	
Name of Proprietor	
Business address of Proprietor	
Trading name of food business	
Contact details Please Note: If this is a single food business then complete details in this section. If there are multiple premises (within the jurisdiction of the relevant enforcement agency) then complete details under the section " Location of all food premises " below. FAILURE TO NOTIFY/REGISTER is an Offence under the Food Act 2008	Business hours phone number: _____ After hours phone number: _____ Facsimile number: _____ Email address: _____

Free FoodSafe Training – go to www.clubswa.com.au Takes 1-2 hours online

Nature of Business Information

NOTE: The food business is required to notify the enforcement of any changes to the information provided below. The new information must be provided to the enforcement agency before the changes occur. Any changes to the information may affect the classification of a food business.

1 (a) What is your business type?

✓ **Please tick all boxes that apply**

- | | |
|---|--|
| <input type="checkbox"/> Manufacturer/Processor
<input type="checkbox"/> Retailer
<input type="checkbox"/> Food Service
<input type="checkbox"/> Distributor/Importer
<input type="checkbox"/> Packer
<input type="checkbox"/> Storage
<input type="checkbox"/> Transport
<input type="checkbox"/> Restaurant/Café
<input type="checkbox"/> Snack Bar/Take-away
<input type="checkbox"/> Caterer
<input type="checkbox"/> Meals-on-wheels | <input type="checkbox"/> Hotel/Motel/Guesthouse
<input type="checkbox"/> Pub/Tavern
<input type="checkbox"/> Canteen/Kitchen
<input type="checkbox"/> Hospital/Nursing Home
<input type="checkbox"/> Childcare Centre
<input type="checkbox"/> Home Delivery
<input type="checkbox"/> Mobile Food Operator
<input type="checkbox"/> Market Stall
<input type="checkbox"/> Charitable or Community Organisation
<input type="checkbox"/> Temporary Food Premises

<input type="checkbox"/> Other _____ |
|---|--|

(b) Please provide more detail about your business type.

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

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

✓ **Please tick all boxes that apply**

- | | |
|--|---|
| <input type="checkbox"/> Prepared, Ready-to-eat* table meals
<input type="checkbox"/> Frozen meals
<input type="checkbox"/> Raw meat, poultry or seafood
<input type="checkbox"/> Processed meat, poultry or seafood
<input type="checkbox"/> Fermented meat products
<input type="checkbox"/> Meat pies, sausage rolls or hotdogs
<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"/> Infant or baby foods
<input type="checkbox"/> Bread, pastries or cakes
<input type="checkbox"/> Egg or egg products
<input type="checkbox"/> Dairy products
<input type="checkbox"/> Prepared salads
<input type="checkbox"/> Other |
|--|---|

What is the nature of your food business?		
To be answered by all business:		
(a) Are you a small business?	Yes	No
(b) Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer?	Yes	No
(c) Do you process* the food that you produce or provide before sale or distribution?		
(d) 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)?	Yes	No
	Yes	No
To be answered by manufacturing/processing businesses only:		
(e) Do you manufacture or produce products that are not shelf stable*?	Yes	No
(f) Do you manufacture or produce fermented meat products such as salami?	Yes	No
To be answered by food services and retail businesses only (includes charitable and community organisations, market stalls and temporary food premises):		
(g) Do you sell ready-to-eat* food at a different location from where it is prepared?	Yes	No

* Refer to definition below.

Definitions for the purposes of notification

Process, in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

Note: This is not the same definition for process that is used in the food safety standards.

Thawing and washing have been removed from this definition as these processes present a very low risk to food safety and are not relevant for the purposes of this form.

Ready-to-eat food means food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer.

Shelf-stable means non-perishable food with a shelf life of many months to years.

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.

Note: When determining the number of employees of a business where casual and part-time employees are involved, their weekly hours are added together and divided by the number of hours per week stipulated in the award for employees of that business. Only staff involved in food handling operations should be included.