



Environmental Health Services

Application to notify/register a new Food Business

GENERAL INFORMATION

This information and application relates to food businesses that are intending to operate in the City of Fremantle area.

Food businesses must obtain approval from the City of Fremantle's Environmental Health Services before commencing operation. Food businesses must comply with the requirements of the Food Act 2008, Regulations and the Food Standards Code.

All food product labels must adhere to the Food Standards Code requirements. For further information on labeling you can download brochures from our website at www.fremantle.wa.gov.au.

Once the plans have been approved and the stall has been set up as per the plans, a final approval inspection will be undertaken. This will be done on the first day of operation.

RESIDENTIAL FOOD PREPARATION

Food businesses wishing to prepare food from a residential premises must have approval from the Local Government where the home is located. You may also require planning approval for a home occupation. Contact your local Council for further information.

In addition to this form you will also be required to complete a residential food preparation application please see our website www.fremantle.wa.gov.au to obtain a copy of this form.

Pre-packaged food must adhere to the labelling requirements of the Food Standards Code. A brochure can be obtained from Environmental Health Services on request.

CONSTRUCTION GUIDELINES AND PLANS

If you want to open a new food business within the City of Fremantle, you will need to first ensure you have correct planning approval for the premises. Our food business construction guidelines will provide you with detailed information on approval and construction requirements. This is available on our website www.fremantle.wa.gov.au

All prospective food business operators must make an appointment with an environmental health officer to discuss ideas to ensure the premises comply with all relevant legislation.

FEES AND CHARGES

Each food business is allocated a risk classification. This is determined by the type of food that is prepared and sold at your premises as well as the other information supplied in this form. Once the risk on your business has been determined you will be invoiced accordingly. Your registration will be issued to you only after payment has been received.

For current fees and charges please refer to the summary of the City of Fremantle Fees and Charges Schedule located on the Environmental Health section of the City's website.

Very low/exempt food businesses are premises that only sell pre-packaged food and drinks that require no preparation or temperature control. Examples of these premises could be newsagencies, chemists etc.

CHECKLIST

- Have you attached your floor plans? (not applicable for very low/exempt business)
- Have you attached your exhaust and ventilation system plan? (not applicable for very low/exempt business)
- Have you attached a copy of the Business Registration issued by the Department of Commerce?

Enquiries: Environmental Health Services - 9432 9999 or email health@fremantle.wa.gov.au



contact Environmental Health Services
Environmental Health Services

Application to notify/register a new Food Business

Notification / Registration is compulsory under the Food Act 2008. This form is for a single business location. Where a food business operates from multiple locations a separate form must be completed for each location. The food business is required to notify the City of Fremantle of any changes to the information provided below. Note that changes to the information may affect the classification of a food business and incur charges.

FOOD BUSINESS DETAILS

Current Trading Name

New Trading Name (if applicable)

Address* Post Code

Phone Fax.....

Email

Manager's Name (if different from the proprietor)

Primary language spoken

Food vehicle make, model and registration number

* If the food business is a food vehicle please provide address of where the food vehicle is garaged.

PROPRIETOR DETAILS

Registered Business Name

ABN..... ACN (if applicable)

Postal Address..... Post Code

Contact Person

Phone..... After Hours..... Fax.....

E-Mail.....

NATURE OF BUSINESS

1. (a) What is your business type? Please tick all boxes to the left below that apply:

- | | | |
|--|--|---|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Hotel/motel/guesthouse | <input type="checkbox"/> Meals-on-wheels |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Restaurant/café | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Hospital/nursing home | <input type="checkbox"/> Home delivery | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Distributor/importer | <input type="checkbox"/> Pub/tavern/other liquor license | <input type="checkbox"/> Mobile food operator |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Childcare centre | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Charity or community organisation | <input type="checkbox"/> Snack bar/takeaway | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Food Service | | |
| <input type="checkbox"/> Other | | |

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

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2. Do you provide prepared, ready-to-eat* table meals? Yes No

3. Do you provide, produce or manufacture any of the following foods? Please tick all that apply.

- | | | |
|---|---|--|
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> Dairy products | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Processed fruit and vegetables | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Raw meat, poultry or seafood | <input type="checkbox"/> Bread, pastries or cakes | <input type="checkbox"/> Soft drinks/juices |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Confectionery | <input type="checkbox"/> Sandwiches or rolls |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Infant or baby foods | <input type="checkbox"/> Frozen meals |
| <input type="checkbox"/> Other..... | | |

*Refer to definitions following

4. These questions seek further information about the nature of your food business. These questions must be answered by all businesses:

Are you a small business*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you process* the food that you provide or produce before sale or distribution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No
To be answered by manufacturing/processing businesses only:	
Do you manufacture or produce products that are not shelf stable*?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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"/> Yes <input type="checkbox"/> No

*Refer to definitions following

I declare that the information obtained in this application is true and correct.

Signature Date

Definitions

- **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.
- **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 fewer than 50 people in the 'manufacturing' sector or which employs fewer than 10 people in the 'food services' sector.

SUBMISSION INFORMATION

Submission can be made by the following options:

BY MAIL:
 Environmental Health Services
 City of Fremantle
 PO Box 807, FREMANTLE WA 6959

IN PERSON:
 Service & Information Counter
 City of Fremantle
 8 William St, FREMANTLE WA 6160

BY FAX:
 (08) 9432 9842

Enquiries: Environmental Health – 9432 9999 or health@fremantle.wa.gov.au