

Please complete ALL sections.

Not for profit or community organisations are not required to pay registration fees.

| PART A: FOOD BUSINESS DETAILS | | | |
|--|---------|---------------------------------------|--|
| Proprietor/Business details | | | |
| Proprietor Name: <small>(Full names or corporate name)</small> | | | |
| Postal Address: | | | |
| ABN: | | | |
| Phone: | Mobile: | Fax: | |
| Email: | | | |
| Primary language spoken: | | Number of equivalent full-time staff: | |
| | | | |
| Premises details: | | | |
| Trading Name: | | | |
| Address of Premises <small>(if food vehicle/temporary food business please provide details of where the vehicle is garaged):</small> | | | |
| 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: <small>(if food vehicle/temporary stall, provide details of where food will be prepared)</small> | | | |
| <u>Note: Only food businesses classified as low risk can prepare food at home.</u> | | | |
| | | | |
| Recall contact: | | | |
| Name: | | | |
| Email: | | | |
| Mobile: | | Phone: | |

Description of use of premises

Please tick **all** boxes that apply (there may be more than one)

- | | |
|---|---|
| <input type="checkbox"/> Primary production | <input type="checkbox"/> Hotel/motel/guesthouse |
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Pub/tavern |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Hospital/nursing home |
| <input type="checkbox"/> Distributor/importer | <input type="checkbox"/> Childcare centre |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Temporary food premises |
| <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/takeaway | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Meals-on-wheels |
| <input type="checkbox"/> Other _____ | |

Please provide more details about your type of business

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide a maximum patrons estimate, if a temporary stall, list where food will be sold.)

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

Please tick **all** boxes that apply

- | | |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat ¹ table meals | <input type="checkbox"/> Confectionary |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Raw meat, poultry or seafood (i.e. oysters) | <input type="checkbox"/> Bread, pastries or cakes |
| <input type="checkbox"/> Processed meat, poultry or seafood | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Dairy products |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Soft drinks/juices | _____ |
| <input type="checkbox"/> Raw fruit and vegetables | _____ |
| <input type="checkbox"/> Processed fruit and vegetables | _____ |
| | _____ |

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold

Food Act 2008 (WA) Notification/Registration Form

| Nature of Business: | Yes | No |
|---|--------------------------|--------------------------|
| Are you a small business? (i.e. is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector) | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer? (Ready to eat means food that is ordinarily consumed in the same state in which it is sold) | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you process the food that you produce or provide before sale or distribution? (process means activity conducted to prepare food for sale, including chopping, cooking, drying, fermenting, heating, pasteurising or a combination of these activities) | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you directly supply or manufacture food for organisations that cater to vulnerable persons? (Standard 3.3.1 <i>Australia New Zealand Food Standards Code</i>) | <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"/> |
| Do you manufacture or produce fermented meat products such as salami? | <input type="checkbox"/> | <input type="checkbox"/> |
| To be answered by food service and retail businesses only (including 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"/> |

| Hours of operation: | | | |
|----------------------------|--|-----------------|--|
| Monday | | Friday | |
| Tuesday | | Saturday | |
| Wednesday | | Sunday | |
| Thursday | | Public Holidays | |

Declaration:

I, the person making this application, declare that:

- the information contained in this application is true and correct in every particular
- the required fee will be paid to the Shire upon lodgement of this form

Signature of applicant*: _____

Date: _____

*In the case of a company, the signing officer must state their position in the company.

The information gathered in this form will be used for purposes related to the administration of the *Food Act 2008 (WA)*. In accordance with regulation 51 of the *Food Regulations 2009 (WA)*, certain details (proprietor name, trading name, & address details) may be made publicly available.

PART B: PAYMENT OPTIONS

| | |
|---|--------------------|
| Registration fee | \$140 (GST-exempt) |
| Notification fee (exempt food businesses only): | \$70 (GST-exempt) |
| Community Group Notification | Exempt |

The registration/notification fee is required to be paid to the Shire upon lodgement of this form. Payment can be made over the phone or in person. A tax invoice can also be arranged upon request.

Please note:

Food businesses are subject to annual surveillance charges, which are invoiced every year (calendar year), based on the food business's risk rating. Please refer to the table below for the annual food business fees.

| | |
|---------------------------------------|--------------------|
| High Risk – Annual Surveillance Fee | \$450 (GST exempt) |
| Medium Risk - Annual Surveillance Fee | \$250 (GST exempt) |
| Low Risk - Annual Surveillance Fee | \$110 (GST exempt) |

DOCUMENT CHECKLIST

| | |
|---|--------------------------|
| ABN registration or ASIC company registration certificate | <input type="checkbox"/> |
| Proposed menu | <input type="checkbox"/> |
| Food safety qualifications (Food Safety Supervisor / Food Handler Training) | <input type="checkbox"/> |
| Food safety plan | <input type="checkbox"/> |
| Examples of labelling (if required) | <input type="checkbox"/> |
| Floor Plan (clear to scale plans indicating finishes, fixtures, fittings, and core layout.) | <input type="checkbox"/> |
| List of facilities (hand washing facilities, sink, food storage and ventilation, etc.) | <input type="checkbox"/> |
| List of equipment (fridge/freezer, oven, hot plate, deep fryer, etc.) | <input type="checkbox"/> |

FURTHER ENQUIRIES

Shire of Nannup

PO Box 11, Nannup WA 6275

Ph: (08) 9756 1018

Email: health@nannup.wa.gov.au

Website: nannup.wa.gov.au/residents/environmental-health

If you would also like to have your food business details added to the Experience Nannup App once your registration is complete, please visit the following link and upload your public details - [Experience Nannup - mobile visitor information](#)