



# Food Business Notification / Registration

## Proprietor / Business details

Name of Proprietor: \_\_\_\_\_

Trading name of food business: \_\_\_\_\_

Business address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Business postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Details of Nominated Contact / Manager

Name: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ PostCode: \_\_\_\_\_

Telephone: H \_\_\_\_\_ W \_\_\_\_\_ M \_\_\_\_\_

Email: \_\_\_\_\_ Facsimile: \_\_\_\_\_

## Nature of Food Business

You are required to notify the City of Nedlands of any changes to the information provided below. The new information must be provided before the changes occur.

(a) What is your business type? (please tick  all boxes that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> 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"/> Childcare Centre                     |
| <input type="checkbox"/> Storage                      | <input type="checkbox"/> Home Delivery                        |
| <input type="checkbox"/> Transport                    | <input type="checkbox"/> Market Stall                         |
| <input type="checkbox"/> Restaurant / Café            | <input type="checkbox"/> Charitable or Community Organisation |
| <input type="checkbox"/> Snack bar / Takeaway         | <input type="checkbox"/> Meals-on-wheels                      |
| <input type="checkbox"/> Caterer                      | <input type="checkbox"/> Mobile food operator                 |
| <input type="checkbox"/> Other (please specify) _____ |   |

- (b)** Please provide more detail about your business type (for example: butcher, bakery, seafood processor, service station, deli)
- 
- 

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

**What is the nature of your food business?**

***To be answered by all businesses:***

- (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?  Yes  No
- (d) Do you directly supply or manufacture food for organisations that cater to sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or childcare centres)?  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 service 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 definitions below.

*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 less than 50 people in the manufacturing sector or which employs less than 10 people in the food service sector.

**Hours of operation**

|            |       |           |       |
|------------|-------|-----------|-------|
| Monday:    | _____ | Friday:   | _____ |
| Tuesday:   | _____ | Saturday: | _____ |
| Wednesday: | _____ | Sunday:   | _____ |
| Thursday:  | _____ |           | _____ |

**It is a requirement of the Food Act 2008 that this form be completed in full. Failure to do so will delay the registration of your food business.**

Signature of Proprietor: \_\_\_\_\_ Date: \_\_\_\_\_

| OFFICE USE ONLY                                 |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Approved               | <input type="checkbox"/> Not approved |
| _____   | Date: _____                           |
| Andrew Melville<br>Manager Sustainable Nedlands |                                       |

**Administration Centre:** 71 Stirling Highway, Nedlands **Postal Address:** PO Box 9, NEDLANDS WA 6909  
**Phone:** (08) 9273-3500 **Fax:** (08) 9273-3670 **Email:** council@nedlands.wa.gov.au