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Description automatically generated**New Food Business Registration Form**

**/Change of Ownership *Food Act 2008 (Section 110)***

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| **New Food Business/New Ownership\*** | **Minor Change of Details\*** |
| **\*Existing business name:** | |

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| **Part 1: Food Business Details** | |
| Trading Name: | ABN/CAN: |
| Business Address: | Business Ph: |
| Name of Proprietor: | Proprietor Ph: |
| Proprietor Email: | |
| Postal Address: | |
| Name of Manager: | Manager Ph: |
| Manager Email: | |
| Number of full-time equivalent staff:  (including yourself) | |
| If applicable: Details of food vehicle (make, model, registration plate): | |
| Address where Food Vehicle is garaged: | |
| **Part 2: Details of Food Handling Activity** | |
| **Description of use of premises (Please tick all boxes that apply)** | |
| |  |  |  | | --- | --- | --- | | Manufacturer/processor | Restaurant/café | Childcare centre | | Retailer | Snack bar/takeaway | Home delivery | | Food Service | Caterer | Temporary food premises | | Distributor/importer | Hotel/motel/guesthouse | Mobile food operator | | Packer | Pub/tavern | Market stall | | Storage | Canteen/kitchen | Charitable or community organisation | | Transport | Hospital/nursing home | Meals-on-wheels | | Other | | | | |
| **Please describe the type of business and the food handling activities:**  **(eg market stall, butcher, bakery, cafe, restaurant etc) (storage, preparation, cooking, refrigeration, transport etc):** | |
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| **Do you provide, produce or manufacture any of the following foods? (Please tick all boxes that apply)** | |
| |  |  |  | | --- | --- | --- | | Prepared, ready to eat1 table meals | Frozen meals | Raw meat, poultry or seafood (i.e. oysters) | | Processed meat, poultry or seafood | Fermented meat products | | Sandwiches or rolls | Soft drinks/juices | Raw fruit and vegetables | | Processed fruit and vegetables | Confectionary | Infant or baby foods | | Bread, pastries or cakes | Egg or egg products | Dairy products | | Prepared salads | Meat pies, sausage rolls or hot dogs |  | | Other | | |   *1 ‘Ready to eat’ means food that is ordinarily consumed in the same state as in which it is sold* | |
| **Hours of operation** | |
| |  |  |  |  | | --- | --- | --- | --- | | Monday |  | Friday |  | | Tuesday |  | Saturday |  | | Wednesday |  | Sunday |  | | Thursday |  |  | | | |
| **Part 3: Declaration** | |
| ***If you are a temporary or mobile food vendor, do you give permission for your contact details to be passed on to event organisers?*** YES  NO | |
| I, the undersigned, declare that the information contained in this application is true and correct. | |
| Name: Position: | |
| Signature: Date: | |
| **Part 4: Payment and Additional Information** | |
| **Please include copy of Public Liability Insurance. Additional documentation can be submitted with this form** Eg. Copy of plans for the intended food business. (Showing food handling area with all appliances and equipment with details of floor, wall and ceiling finishes, bench surfaces etc).  **Fees:** As per schedule of fees and charges on the City’s website: <https://www.kalamunda.wa.gov.au/building-development/health/health-fees-and-charges>  **Payment Options:**  In Person: Cash, EFTPOS or credit card at the City of Kalamunda, between 8.30am - 4.30pm Mon to Fri.  Credit Card: Credit card payments will be taken over the phone 9257 9999  –**Credit card surcharge 0.46%**  **Lodging your registration form:**  In Person: City of Kalamunda – 2 Railway Rd, Kalamunda WA Via  Email: [enquiries@kalamunda.wa.gov.au](mailto:enquiries@kalamunda.wa.gov.au)  Via Post: PO Box 42, Kalamunda WA 6926 | |

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| **Next Steps** |
| Our customer service team will contact you to arrange payment of the application fee. Once payment is complete, an Environmental Health Officer will schedule an inspection of the premises.  Following the inspection, if the business is approved, a food business registration certificate will be issued. Subsequently, you will receive an invoice for the annual inspection fees (refer to the schedule of fees and charges on the City’s website).  Please note that it is the responsibility of the food business to comply with all other legislative requirements, including building and planning legislation. This may require separate applications to be lodged with the City. For more information on building and planning requirements, please contact the City at 9257 9999. |

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| **New Food Safety Standard 3.2.2A** |
| On Friday 8 December 2023, a new food safety standard called Standard 3.2.2A – Food Safety Management Tools, took effect in Australia and will impact most food businesses. This new Standard aims to improve food safety and reduce the rate of food-borne illnesses linked to poor handling of food in certain types of food service, catering and retail businesses.  The new Standard will place an obligation on most food businesses to ensure that food handling staff undertake food handler training and appoint at least one trained food safety supervisor. Most food businesses that process unpackaged potentially hazardous ready-to-eat food will also be required to maintain records relating to specific food business activities.  The City will continue to offer its free online food [FoodSafe training](https://www.kalamunda.wa.gov.au/building-development/health/food-premises). This training program is suitable to meet the training requirements of Standard 3.2.2A for food handlers.  Separate training is required for the appointed food safety supervisors. The [WA Department of Health website](https://www.health.wa.gov.au/Articles/F_I/Food-Safety-Supervisor-Training-Course) contains a list of online training providers.  Further information on the requirements of the new Standard, and the types of food business that are impacted, is available on the [WA Department of Health website](https://www.health.wa.gov.au/Articles/F_I/Food-safety-management-tools-for-food-businesses). This includes information provided in other languages. |