



FOOD PREMISES NOTIFICATION FORM NEW BUSINESS

Food Business Ownership Details

Name of the Proprietor or Company	
Trading Name of Business	
Registered Business Name	
ABN Number	
ACN Number	
Postal Address Street/Postal Address	
Suburb/Town:	Postcode:
Contact	
Telephone Number:	
Mobile Phone:	
Fax number	
Email	

The notification form is designed as a single business notification form.

This Section requires information about the food proprietor (business owner) details.

All businesses require an Australian Business Number (ABN).

The Australian Company Number (ACN) does not apply to all businesses.

Business location information

Business location Address Street address (not a PO Box)	
Suburb/Town:	Postcode
Address Type Tick one box only	<input type="checkbox"/> Street Address for the business location <input type="checkbox"/> Where a mobile food vending business is permanently stationed for business <input type="checkbox"/> Where the mobile food vending/ transport vehicle is normally garaged)
Number of Employees handling food	
Number of full time equivalent employees handling food (example: Two fulltime employees plus three employees working half time would the full time equivalent of 3.5 employees)	
Date business commenced	
Please provide a short description of the business and its operation _____ _____ _____	

Food Business Sector

Please tick the appropriate box(s) below to indicate the sector in which your business operates. More than one box may be ticked. **Then go to the indicated page to complete questions for each sector ticked.**

Manufacturing Sector
Page 3

Retail and Food Service
Sector **Page 4**

Distribution Sector
Page 5

Notes

The address information in this section relates is information about the business location. This may be different to the business owner information.

Food businesses will be categorised under three food business sectors; manufacturing sector, retail/food service sector and distribution sector. It is possible for a business to select more than one category. For example a meat processing business predominantly making products for wholesale trade may also have a retail outlet on the same site. In this case both the manufacturing sector and retail and food service sector would be selected. Alternatively a butcher predominately operating as a retailer should tick the retail and food service sector and not the manufacturing sector.

Under **Address Type** a business will select one of the 3 options. A Street Address indicates a business such as a retail shop, food factory, food transport depot or similar permanent premises. Two options are provided for mobile food vending / transport vehicles. For mobile vehicles stationed at a permanent location such as a pie cart operating from a leased site select the second option. A business operating a mobile vehicle such as an ice-cream van or a food transport vehicle delivering food would tick the third option to show the address is where the vehicle is normally garaged.

For the questions about employee numbers only the **employees handling food** will be included.

MANUFACTURING SECTOR

(a) Please tick the types of food manufactured by your business (MAYBE MORE THAN ONE)	
<input type="checkbox"/> Dairy products	<input type="checkbox"/> Raw fish, shellfish and seafood
<input type="checkbox"/> Raw meat and poultry	<input type="checkbox"/> Processed fish, shellfish and seafood
<input type="checkbox"/> Processed meat and poultry	<input type="checkbox"/> Soft drinks /non alcoholic drinks/juices
<input type="checkbox"/> Cooked & uncooked Fermented meat products	<input type="checkbox"/> Egg or egg products
<input type="checkbox"/> Edible Oils and oil products	<input type="checkbox"/> Infant or baby foods
<input type="checkbox"/> Raw fruit and/or vegetables	<input type="checkbox"/> Alcoholic Drinks
<input type="checkbox"/> Processed fruit and/or vegetables	<input type="checkbox"/> Ice and Water including spring water
<input type="checkbox"/> Cereal and Flour products	<input type="checkbox"/> Sugar products, confectionery including chocolate products or honey
<input type="checkbox"/> Bakery goods, bread, pastries, cakes	<input type="checkbox"/> OTHER including Mixed Foods (specify below)
If OTHER please specify business type _____ _____ _____	
(b) My business only manufactures low risk foods Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If the answer to question (b) is No please answer the following questions</i>	
(c) Some or all foods manufactured by my business DO NOT have a Pathogen Reduction step Yes <input type="checkbox"/> No <input type="checkbox"/>	
(d) My business manufactures uncooked fermented manufactured comminuted processed or manufactured meat products (salami and similar uncooked meat products) Yes <input type="checkbox"/> No <input type="checkbox"/>	

Notes

The food manufacturing sector is subdivided into broad categories based on the type of food produced. There is an option for OTHER to cover a food type that does not fit into one of the defined food categories. A food business **may choose more than one** category of food.

The Yes/No questions are designed to assist councils determine a priority classification.

Low risk Food is a food that is unlikely to contain pathogenic (potentially harmful) micro organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils.

A pathogen reduction step a processing step that significantly reduces the microbial population present in a food material. Examples are *cooking, pasteurisation, canning or fermentation or any other processing step that is capable of significantly reducing the level of pathogenic organism present* .

Uncooked fermented manufactured meat products. These are manufactured and processed meat products such as Salami and Mettwurst that do not include cooking in the process of manufacture

RETAIL AND FOOD SERVICE SECTOR

(a) What best describes your food business type? TICK ONLY ONE BOX that represent the predominant description of the business	
Bakery	Service Station
Butcher	Snack Bar/ Kiosk
Chemist /Pharmacies	Club including Sport Club
Café	Supermarket
Canteen	Takeaway food business
Caterer	Temporary food business
Child Care Centre	Charitable /fund raising /Community Organisation
Delicatessen	
Farm Gate sales	Businesses serving at risk persons.
Fishmonger /Seafood	
Fruiterer / Green grocer	
Function Centre	Aged Care facility (eg hostel, nursing home)
Guesthouse /Bed & Breakfast/ Motel	Hospital
Hotel /Pub/Tavern	Home delivered meals to the Elderly
Liquor Store	None of the above
Stall	OTHER including Specialty shop
Mobile Food Vending Vehicle	
Restaurant	If OTHER or specialty food shop please specify business type below
Other business please specify _____	

(b) My business only sells low risk foods (packaged and unpackaged) or Medium risk foods received and sold in the manufacturers or suppliers original sealed packaging	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Notes

The retail and food service sector is divided based on the type of business description. Within this group is a sub group defined as businesses serving at risk persons. These businesses will be classified as high priority. The category OTHER is also included for businesses not covered in the provided options.

Low risk Food is a food that is unlikely to contain pathogenic (potentially harmful) micro organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils. For the retail and food service sector **Low risk food** also includes **whole** fruit and vegetables

A **medium risk food** is a food that may contain pathogenic (potentially harmful) micro-organisms but will not normally support their growth due to food characteristics; or food that is unlikely to contain pathogenic micro-organisms due to food type or processing but may support formation of toxins or growth of pathogenic micro-organisms. Examples are cut fruit and vegetables, orange juice, canned meats, pasteurised milk, dairy products, ice cream, peanut butter and milk-based confectionery.

DISTRIBUTION BUSINESSES

(a) What best describes your food distribution business type? TICK ONLY ONE BOX	
<input type="checkbox"/> Importer	<input type="checkbox"/> None of the above
<input type="checkbox"/> Food Transport	<input type="checkbox"/> OTHER
<input type="checkbox"/> Cold Storage	If OTHER please specify business type below
<input type="checkbox"/> Wholesale Distributor / Packer	
<input type="checkbox"/> Warehousing	
<input type="checkbox"/>	
Other business please specify _____	
(b) My business only sells low risk foods (packaged and unpackaged) or Medium risk foods received and sold in the manufacturers or suppliers original sealed packaging	
Yes <input type="checkbox"/> No <input type="checkbox"/>	

Notification submitted by: _____

Signed _____

For Office Use Only	
Notification received by:	
Date Notification received:	/ /20