

Application for Notification/Registration of Food Business for Residential Food Business

Note:

1. For new businesses, read the **Guide to Starting a Home Food Business** and refer to the **Starting a Home Food Business Checklist** for more information about the process.
2. Fees to be paid upon application. Fee increase may apply on 1 July each financial year, refer to schedule of fees
3. Expedited service fee of \$162 apply for applications received between 3-10 working days before the approval is required. This fee will apply to applications from community, sporting and not-for-profit groups.
4. No fees apply for community, sporting and not-for-profit groups (if no liquor licence)
5. Submitting this application does not automatically result in an approval.
6. Please allow 14 business days processing time.
7. Completed form to be emailed to: health@kwinana.wa.gov.au An invoice will be provided upon application. Please do not email credit card details.

Food Business and Proprietor's Details

Organisation Name:	
Trading Name:	
Proprietor's Full Name (person's name): <i>(the Proprietor is the person who conducts or is in charge of the food business)</i>	
Address of Residential Food Business:	
Postal Address if different from above:	
Phone:	Mobile:
Email:	Email for Invoicing:
Preferred Method of Contact:	
Primary language spoken:	Number of equivalent full-time staff:

Details of the Residence

Please indicate the number of staff or food handlers at the residence: _____ Are there any staff or food handlers who are not members of your household? Yes <input type="checkbox"/> No <input type="checkbox"/> If <u>yes</u> , how many staff or food handlers are not members of your household?: _____
How often will clients or customers be visiting the residence?
How often will you be preparing food for sale at the residence?
Do you have any children who live at the residence? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe how you will be able to prevent your children from entering the food preparation or food handling activities area? _____
Do you keep pets or allow any pets/animals inside the residence? Yes <input type="checkbox"/> No pets kept <input type="checkbox"/>

Pets/animals kept outside the house only

If yes, please describe how you will be able to prevent the pet from entering the food preparation or food handling activities area? _____

Dates and Hours of Operation

Date/s			
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday		Public Holidays	

Potable Water Supply

Scheme water Rainwater tank Bore water Other _____

Description of Use of Premises

Type of business

(Please rate the top three activities carried on the premise, where 1 = main activity)

- | | |
|-------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Manufacturer/processor | <input type="checkbox"/> Caterer |
| <input type="checkbox"/> Retailer | <input type="checkbox"/> Hotel/motel/guesthouse |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Pub/tavern |
| <input type="checkbox"/> Distributor/importer | <input type="checkbox"/> Home delivery |
| <input type="checkbox"/> Packer | <input type="checkbox"/> Charitable or community organisation |
| <input type="checkbox"/> Storage | <input type="checkbox"/> Snack/takeaway |
| <input type="checkbox"/> Transport | <input type="checkbox"/> Canteen/kitchen |
| <input type="checkbox"/> Other _____ | |

Please provide more details about your business

For example: Where the food will be sold (e.g. deli, school etc). If business is a catering business, please provide maximum patrons estimate: _____

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

ONLY low risk food production will be considered suitable for residential premise.

Please select **all** boxes that apply

- | | |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Prepared, ready to eat ¹ table meals | <input type="checkbox"/> Repackaging of low risk confectionary |
| <input type="checkbox"/> Meat products, poultry or seafood | <input type="checkbox"/> Raw or processed fruits and vegetables |
| <input type="checkbox"/> Pickled Onions | <input type="checkbox"/> Cake decorating |
| <input type="checkbox"/> Jams | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cakes, biscuits, flours that <u>contain</u> potentially hazardous food ² such as cream | |
| <input type="checkbox"/> Cakes, biscuits, flours that <u>do not contain</u> potentially hazardous food ² such as cream | |
| <input type="checkbox"/> Chutneys, relishes and sauces with pH less than 4.5 | |

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

² 'Potentially hazardous food' means food that must be kept at certain temperatures to minimise the growth of any pathogenic micro-organisms that maybe present in the food or to prevent the formation of toxins in the food. Examples include dairy products and processed foods containing egg, beans and nuts etc.

Nature of food business:

	Yes	No
Is the food that you provide, produce or manufacture ready to eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons ³ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable ⁴ ?		
Do you manufacture or produce fermented meat products such as salami?		
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?		

³ Is a person who is in care in a facility listed in Schedule of *Standard 3.3.1 Australia New Zealand Food Standards Code* or a client of a delivered meal organisation? Examples include (but are not limited to) aged care recipients, hospital patients, children in child care, respite patients, nursing home residents.

⁴ Non-perishable food with a shelf life of many months to years

Proposed Method of Sale

Please describe how you are intending to sell your food products? e.g. Market stalls, customers pick up from residence, online sale, delivery, display on shelves at other food businesses etc.: _____

Signature of proprietor: _____

Date: _____

The City of Kwinana is a Small Business Friendly Council and has a range of opportunities to support local small business. Please indicate if you would like to receive news and information about small business initiatives in the City of Kwinana

Please Note:

Approval is required from the City's Health Team in order to conduct a food business. An Environmental Health Officer will assess your application to determine if your proposed business is suitable for registration.

Your application to must include the following details for all the activities to be undertaken:

1. A scaled floor plan of the residential kitchen showing all existing fittings, fixtures and finishes.
2. A temporary stall plan (if applicable)
3. Detailed recipe, processes and documentations including:
 - list of all ingredients and their quantity
 - preparation process
 - cooking time (expressed in minutes) for each cooking step in the recipe
 - cooking temperature (expressed in °C degrees) for each cooking step in the recipe
 - storage conditions of raw ingredients and finished product
 - type of packaging materials used
 - place of purchase of ingredients and transport vehicle details
 - proposed method of sale
 - All information related to product shelf life testing or challenge testing (determination of 'best before' or 'use by' date)
 - A copy of NATA-accredited Laboratory Report done on product(s) e.g. shelf life testing, challenge testing, pH and water activity (aW)
 - Other supporting information to show product complies with Food Standards Code including chemical and microbiological properties.
4. Sample of food labels – refer to **Guide to Starting a Home Food Business** for details required
5. Food safety training certificate - see [FoodSafe® Program](#) - enter the City's unique discount code FSKWINA344 to receive the training
6. Food recall plan - see [A guide to writing a food recall plan and conducting food recall](#)

Legislation:

The proposed premises is required to comply with the following legislation:

- [Food Act 2008 and Food Regulations 2009](#)
- [Food Standards Code](#)