

# Food Business Application Form

Food Act 2003  
Section 84, 87, 89

Application for **Notification, Registration, or Renewal** of a food business

For help completing this form, please contact your local council's Environmental Health Officer

## PART 1: TYPE OF APPLICATION

- I am notifying my intention to operate a food business (s84); or
- I am applying to register a food business (s87); or
- I am applying to renew a food business' registration (s89)

## PART 2: TYPE OF BUSINESS

- Is your food business:** One off event YES / NO (Please circle one)  
Ongoing YES / NO (Please circle one)
- Is your food business:** Mobile YES / NO (Please circle one)  
Fixed location YES / NO (Please circle one)

## PART 3: FOOD BUSINESS PROPRIETOR'S DETAILS

Applicant's full name (name of the individual or company that will carry on the food business)

ABN / ACN

Date of birth (for non-ABN/ACN holders)

Business address of food premises or event

Postal address (if different from business address)

Business phone number/mobile number

Email address (email is our preferred way to communicate with you. We will send invoices and registration certificates by email)

## PART 4: FOOD BUSINESS DETAILS

Trading name

Location of food business

On-site contact (if different from applicant)

Phone number



Email address (on-site contact)

Proposed start date of trading

Hours of operation (If holding a one-off event, please include the day(s) and date(s) of the event)

Mon:	Tues:	Wed:	Thurs:
Fri:	Sat:	Sun:	

**For mobile food businesses:**

Vehicle registration number (if applicable):	
Address where vehicle is garaged, or equipment is stored:	

**PART 5: FOOD AND FOOD HANDLING ACTIVITIES**

List the types of foods to be sold (please attach details if insufficient space. A menu or product list may suffice):

Types of food handling activities or processes to be used:

No processing <input type="checkbox"/>	Cook-chill / sous vide <input type="checkbox"/>
Cooking <input type="checkbox"/>	Vitamising <input type="checkbox"/>
Cooling <input type="checkbox"/>	Packaging / Repacking / Labelling <input type="checkbox"/>
Reheating <input type="checkbox"/>	Vacuum packing <input type="checkbox"/>
Hot-holding / cold-holding <input type="checkbox"/>	Preparation in advance (>4 hours) <input type="checkbox"/>
	Other (specify): <input type="checkbox"/>

**PART 6: FOOD BUSINESS LAYOUT – MOBILE FOOD BUSINESS**

For mobile food businesses: please attach an A4 plan or photographs clearly depicting the layout of your vehicle, cart, tent, booth or other mobile structure (an A4 template can be downloaded from [www.launceston.tas.gov.au/Business-and-Development/Food-and-Beverage-Businesses/Information-and-Resources](http://www.launceston.tas.gov.au/Business-and-Development/Food-and-Beverage-Businesses/Information-and-Resources)). Refer to the [Guidelines for Mobile Food Businesses](#) for more information.

**PART 7: FOOD PREPARATION & STORAGE - MOBILE FOOD BUSINESS**

If any food sold from a mobile food business is to be prepared and/or stored at another location not mentioned above, please provide details, including the address of any premises where food is to be stored or prepared. Attach details if insufficient space.

**PART 8: APPLICANT DECLARATION**

I declare that the information provided on this form is true and correct.

I understand and agree that information on this form, and about the business and its on-going operation, may be shared between authorised officers, councils, and other jurisdictions to assess this application and the business' compliance with the *Food Act 2003*.

**I consent to receiving communications about this application in electronic form.**

Applicant Name

Applicant Signature

Date

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## INFORMATION ON FEES AND CHARGES

### One-off event fees

A late fee will apply if your application for a one-off event is received fewer than 10 working days before the event commences. A registration for a one-off event will not be provided until payment has been received. Payments can be made by phone, online or by visiting council's customer service centre.

**New application fees/renewal of existing food business fees** (includes new and existing food businesses which will be ongoing either in a fixed location or as a mobile food business.)

Applicants for a new or existing food business will be invoiced with the relevant fee as determined by the priority risk classification system. Information on how we classify food businesses can be found on the Department of Health website:

[https://www.dhhs.tas.gov.au/publichealth/food\\_safety/information\\_for\\_food\\_businesses\\_and\\_community\\_organisations](https://www.dhhs.tas.gov.au/publichealth/food_safety/information_for_food_businesses_and_community_organisations)

A full list of fees and charges can be found on council's website –  
[www.launceston.tas.gov.au/Council/Payments-Fees-and-Charges](http://www.launceston.tas.gov.au/Council/Payments-Fees-and-Charges)

All food businesses have obligations to ensure food handlers have adequate food safety and hygiene skills and knowledge. The City of Launceston provides free on-line food safety training. The free Do Food Safety Training program can be accessed here:

<https://www.launceston.tas.gov.au/Business-and-Development/Food-and-Beverage-Businesses/Do-Food-Safely-Training>

Further information about starting or operating a food business in Launceston can be found at  
[www.launceston.tas.gov.au/Business-and-Development/Food-and-Beverage-Businesses](http://www.launceston.tas.gov.au/Business-and-Development/Food-and-Beverage-Businesses)

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### **Personal Information Protection Statement**

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

**PURPOSE**

Form to apply for a food business

**SCOPE**

Any customer applying for any type of food business

**DOCUMENT INFORMATION**

<b>Reference number</b>	10-Fmx-004
<b>Version</b>	12/05/2022
<b>Review</b>	02/02/2023
<b>Key function</b>	Environment & Public Health
<b>Document type</b>	External Use Form
<b>Responsible Network</b>	Community & Place
<b>Approved by</b>	Manager Health & Compliance
<b>Action Officer</b>	Michelle Ogulin
<b>Text search key words</b>	Food business renewal registration application temporary mobile statewide van marquee stall

<b>To be communicated to</b> (To be identified by Approver) (Insert ✓ in relevant row)	✓	Department/Area only
		Network via General Manager or Team Managers
		Specific Areas: •
		Organisation-wide
	✓	Website
		Intranet (via a link)
	External notification e.g. Department Premier and Cabinet, Director Public Health, Tasmania Police •	

<b>Hard copy distribution</b>	N/A
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