

# Notification of a Food Business

|                       |
|-----------------------|
| Date: _____ EPO _____ |
| EHO Signature: _____  |

Food Act 2003  
Section 84

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## FOOD BUSINESS PROPRIETOR'S DETAILS

Name .....

ACN (if a Company) .....

Address ..... Postcode .....

Telephone ..... Mobile Phone .....

Facsimile ..... Email .....

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## BUSINESS DETAILS

Name of business .....

Location of business .....

Contact person .....

Telephone ..... Mobile Phone .....

Facsimile ..... Email .....

Emergency contact ..... Telephone .....

Type of business (e.g. Cafe, Bakehouse, Restaurant etc) .....

Types of food – please tick the box:

|                                                               |                                                         |
|---------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Prepared, ready-to-eat table meals   | <input type="checkbox"/> Confectionery                  |
| <input type="checkbox"/> Frozen meals                         | <input type="checkbox"/> Processed fruit and vegetables |
| <input type="checkbox"/> Raw meat, poultry or seafood         | <input type="checkbox"/> Raw fruit and vegetables       |
| <input type="checkbox"/> Processed meat, poultry or seafood   | <input type="checkbox"/> Infant or baby foods           |
| <input type="checkbox"/> Fermented meat products              | <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"/> Tea/coffee/milo                      | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Alcoholic beverages                  | _____                                                   |

Nature of business – please answer each question:

|                                                                                                                                                                                                                                                          |     |    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <ul style="list-style-type: none"> <li>Are you a small business (employs less than 50 persons for manufacturing or 10 persons for food service/retail)?</li> </ul>                                                                                       | Yes | No |
| <ul style="list-style-type: none"> <li>Is the food that you provide, produce or manufacture considered to be ready-to-eat when sold to the customer?</li> </ul>                                                                                          | Yes | No |
| <ul style="list-style-type: none"> <li>Do you process (chop, cook, dry, ferment, heat, and/or pasteurise) the food that you produce or provide before sale or distribution?</li> </ul>                                                                   | Yes | No |
| <ul style="list-style-type: none"> <li>Do you directly supply or manufacture food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or childcare centres)?</li> </ul> | Yes | No |
| <b>To be answered by manufacturing/processing businesses only:</b>                                                                                                                                                                                       |     |    |
| <ul style="list-style-type: none"> <li>Do you manufacture or produce products that are not shelf stable?</li> </ul>                                                                                                                                      | Yes | No |
| <ul style="list-style-type: none"> <li>Do you manufacture or produce fermented meat products such as salami?</li> </ul>                                                                                                                                  | Yes | No |
| <b>To be answered by food service and retail businesses only (includes charitable and organisations, market stalls and temporary food premises):</b>                                                                                                     |     |    |
| <ul style="list-style-type: none"> <li>Do you sell ready-to-eat food at a different location from where it is prepared?</li> </ul>                                                                                                                       | Yes | No |

**Note:** In accordance with Clause (4)(3) of Food Safety Standard 3.2.2, a food business must notify the council of any proposed change to the information specified on this form, as this may alter the classification of the business.

**Food Premises Notification Inspection fee 2016/2017: \$140.00** (Amount invoiced following inspection by an Environmental Health Officer)

Your Signature \_\_\_\_\_

Date / /

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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.                                                                                                                                                                                                                          |

|                       |  |           |                      |            |  |
|-----------------------|--|-----------|----------------------|------------|--|
| <b>File No.</b>       |  |           |                      |            |  |
| <b>EO</b>             |  | <b>OD</b> |                      | <b>Box</b> |  |
| <b>Doc. No.</b>       |  |           |                      |            |  |
| <b>Action Officer</b> |  |           | <b>Date Received</b> |            |  |
|                       |  |           |                      |            |  |

**PURPOSE**

To allow the public to apply for a Notification of a Food Business

**SCOPE**

General Public

**RELATED POLICIES & PROCEDURES**

10-Rfx-030, 10-Rfx-029

**DOCUMENT INFORMATION**

|                                                                                                     |                                |                                       |
|-----------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------|
| <b>Reference number</b>                                                                             | 10-Fmx-042                     |                                       |
| <b>Version</b>                                                                                      | 08/07/2016                     |                                       |
| <b>Review</b>                                                                                       | 01/07/2017                     |                                       |
| <b>Key function</b>                                                                                 | Environment and Public Health  |                                       |
| <b>System</b>                                                                                       |                                |                                       |
| <b>Document type</b>                                                                                | External Form                  |                                       |
| <b>Responsible Directorate</b>                                                                      | Development Services           |                                       |
| <b>Approved by</b>                                                                                  | Manager Environmental Services |                                       |
| <b>Action Officer</b>                                                                               | Debbie Fortuin                 |                                       |
| <b>Text search key words</b>                                                                        | Notification food business     |                                       |
| <b>To be communicated to</b><br><i>(To be identified by Approver)</i><br>(Insert ✓ in relevant row) | ✓                              | Department/Area only                  |
|                                                                                                     |                                | Directorate via Director and Managers |
|                                                                                                     |                                | Specific Areas:<br>•                  |
|                                                                                                     |                                | Organisation-wide                     |
|                                                                                                     |                                | Website                               |
|                                                                                                     |                                | Intranet (via a link)                 |
| <b>Hard copy distribution</b>                                                                       | N/A                            |                                       |