



Food Business Notification / Registration Form

Part 9, Section 107 & Section 110 of the Food Act 2008

About this Form: Use this form to notify the Town's Health Section of your intention to operate a food business within the Town of Bassendean. Payment of the Notification Fee is required upon submission of this form.

Use this form to register your food business with the Town of Bassendean. Payment of the Registration Fee is required upon submission of this form. Registration is a 'one-off' process unless the business details / owners / operations etc, change.

Food Business Details					
Trading Name of Food Business:					
Food Business Address: <i>Include shop number, street number, suburb and post code. Please also specify name of shopping centre if applicable</i>					
Postal Address for Food Business:					
ABN or ACN:					
Business Phone Number:					
Business Fax Number:					
Mobile Number: <i>For after-hours use</i>					
Food Business Proprietor's Details					
Title:	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>				
Name(s) of Proprietor: <i>Name(s) will appear on Certificate of Registration if applicable</i>	<table border="1"> <thead> <tr> <th><i>Proprietor 1</i></th> <th><i>Proprietor 2</i></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>	<i>Proprietor 1</i>	<i>Proprietor 2</i>		
<i>Proprietor 1</i>	<i>Proprietor 2</i>				
Address(es) of Proprietor:					
Proprietor Telephone:					
Preferred Contact Person: <i>For business and operational matters</i>					



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Nature of Business Information

What is your business type?

✓ Please tick all boxes that apply:

- Manufacturer/processor
- Distributor/importer
- Retailer
- Packer / Storage

- Hotel/motel/guesthouse
- Hospital/nursing home
- Childcare centre
- Caterer
- Restaurant/café/Pub/tavern
- Lunch-bar /takeaway/Canteen

- Mobile food vehicle
- Market stall
- Charitable / community organisation
- Temporary food premises
- Other _____

Please provide more detail about your business type.

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station.)

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

✓ Please tick all boxes that apply:

- Prepared, ready-to-eat* table meals
- Frozen meals
- Raw meat, poultry or seafood
- Processed meat, poultry or seafood

- Fermented meat products
- Meat pies, sausage rolls or hot dogs
- Sandwiches or rolls
- Confectionery
- Infant or baby foods
- Bread, pastries or cakes

- Egg or egg products
- Dairy products
- Prepared salads / Processed fruit and vegetables
- Alcohol Drinks/Products
- Raw fruit and vegetables
- Soft drinks/juices
- Other _____

What is the nature of your food business? To be answered by all businesses:

- | | | |
|---|-----|----|
| a. Are you a small business*? <i>(employ less than 50 people in the 'manufacturing' sector or less than 10 people in the 'food services' sector)</i> | Yes | No |
| b. Is the food that you provide, produced or manufacture ready-to-eat* when sold to the customer? <i>(food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer)</i> | Yes | No |
| c. Do you process* the food that you produce or provide for sale or distribution? <i>(in relation to food, process means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities)</i> | Yes | No |
| d. 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 child care centres)? | Yes | No |



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<p>To be answered by all manufacturing/processing businesses only:</p> <p>a. Do you manufacture or produce products that are not shelf stable*? (<i>shelf stable means non-perishable food with a shelf life of many months to years</i>)</p> <p>b. Do you manufacture or produce fermented meat products such as salami?</p>	Yes	No
<p>To be answered by food service and retail businesses including charitable and community organisations, market stalls and temporary food premises:</p> <p>Do you sell ready-to-eat* food at a different location from where it is prepared? (<i>food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts totally enclosed in the shell or whole fruit and vegetables intended for further processing by the customer</i>)</p>	Yes	No

Privacy

All information obtained on this form relating to manufacturing secrets or commercial secrets or confidential processes remains confidential as prescribed by Section 142 of the Food Act 2008.

Applicant's Signature: X	Date:
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Fee Payable: Notification Fee / Registration Fee- \$50

Payment

<p>Payment Method: Payment can be made at our Administration Building by cash; EFTPOS; cheque, money order (make payable to Town of Bassendean) or by credit card</p> <p>By mail: For credit card payments, please complete the attached "Credit Card Payment Form" For cheque payments, please make payable to Town of Bassendean.</p> <p>In person: Town of Bassendean Customer Service Centre is located at 35 Old Perth Road, Bassendean</p>	<p>PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD</p> <p>Name as shown on Card</p> <p>Card Holder Address</p> <p>..... Signature</p> <p><input type="checkbox"/> Bankcard <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa Card</p> <p>Amount \$ _____ Expiry Date ____/____</p> <p> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> </p>
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How to lodge this Notification / Registration Form

Address the application to:
Chief Executive Officer
Town of Bassendean

You can send it in to use by any of the following methods:

Post: PO Box 87
BASSENDEAN WA 6934

Fax: (08) 9279 4257

Email: mail@bassendean.wa.gov.au