

Food Businesses - Information Sheet

Introduction

Most food businesses are required to be registered with the Town of Bassendean. This is done by completing the [Food Business Registration Form](#) and submitting it to the Town's Health Services. Once the Food Business Registration Form is assessed by Health Services staff, a Certificate of Registration of a Food Business, will be issued to the food business proprietor.

Some food businesses are exempt from registration, however, they are still required to notify the Town of their operation. This includes businesses, for example, that only sell pre-packaged items, such as confectionary, drinks, crisps, biscuits. Such businesses include Post Office, News Agencies, Chemists, some retailers such as Red Dot stores and the like. To notify the town of your food business operation please complete and submit the [Exempt Food Business Notification Form](#).

Taking over an existing Food Business

If you are taking over an existing food business it is recommended that you request a settlement enquiry through a settlement agent. This is so you (via the Settlement Agent) are provided with a written report regarding any outstanding works or orders for the premises. A fee is associated with the enquiry. If you do not choose to go through a Settlement Agent and obtain any information pertinent to the food business you may, unknowingly, inherit any outstanding works / health orders, in relation to the food business.

If you are taking over a food business that has been closed for a period of time, upgrading may be required to ensure that the food business complies with current legislation, or in order to be suitable for the type of food you are intend to handle. You must contact the Town's Health Services prior to opening to arrange a site inspection with an Environmental Health Officer. This is also a good opportunity to discuss any changes that you intend to make to the premises prior to opening.

Setting up a new Food Business

If you are setting up a new food business in the Town of Bassendean it is your responsibility to obtain all relevant approvals from the Town: *Planning* approval for the activity on the relevant property, if this has not been approved already; *Building* approval if constructing or fitting out a building; and then *Health* approval to ensure the food business meets the requirements of the Food Act 2008.

You should seek or confirm Planning approval first, to confirm the property you wish to use has, or can receive Planning approval for the proposed activity. A Building Licence application and Health application can be submitted subsequently.

You will be required to submit 2 copies of your premises structural fit-out, together with the [Application and Guidelines for the Establishment or Alteration of a Food Business](#) to the Town's Health Services for assessment and approval. You must not start constructing your food premises until approvals have been granted by all departments.

Prior to opening the food business, a [Food Business Registration Form](#) must be submitted to Health Services.

Do you need further information?

If you require further information please contact the Town's Health Services on 9377 8000.