



Food Business Notification / Registration Form

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

Trading Name:	
Address: <i>Include shop number, street number, suburb and post code. Please also specify name of shopping centre if applicable</i>	
Postal Address: <i>If different from above</i>	
ABN or ACN:	
Phone Number:	
Mobile Number: <i>For after-hours use</i>	
Email Address	
Name of Proprietor: <i>Name will appear on Certificate of Registration if applicable</i> (First name) (Family Name)
Address of Proprietor:	
Email Address:	
Telephone:	
Name of Proprietor: <i>Proprietor 2 (if applicable)</i> <i>Name will appear on Certificate of Registration if applicable</i> (First name) (Family Name)
Address of Proprietor:	
Email Address	
Telephone:	
Preferred Contact Person: <i>For business and operational matters</i>	
Please provide a summary of your business type and product range: <i>(For example: butcher providing full selection of fresh meats and processed sausages and frozen poultry)</i>	



Business Category ✓ Please tick <u>all</u> boxes that apply.	
<input type="checkbox"/> Manufacturer/processor <input type="checkbox"/> Distributor/importer <input type="checkbox"/> Retailer <input type="checkbox"/> Packer / Storage <input type="checkbox"/> Hotel/Motel/Guesthouse <input type="checkbox"/> Hospital/nursing home <input type="checkbox"/> Childcare centre <input type="checkbox"/> Caterer	<input type="checkbox"/> Restaurant/café/Pub/tavern <input type="checkbox"/> Lunch-bar /takeaway/Canteen <input type="checkbox"/> Mobile food vehicle <input type="checkbox"/> Market stall <input type="checkbox"/> Charity/Community organisation <input type="checkbox"/> Temporary food premises <input type="checkbox"/> Other _____
Do you provide, produce or manufacture any of the following foods? ✓ Please tick <u>all</u> boxes that apply:	
<input type="checkbox"/> Prepared, ready-to-eat* table meals <input type="checkbox"/> Frozen meals <input type="checkbox"/> Raw meat, poultry or seafood <input type="checkbox"/> Processed meat, poultry or seafood <input type="checkbox"/> Fermented meat products <input type="checkbox"/> Meat pies, sausage rolls or hot dogs <input type="checkbox"/> Sandwiches or rolls Confectionery <input type="checkbox"/> Infant or baby foods	<input type="checkbox"/> Bread, pastries or cakes <input type="checkbox"/> Eggs or egg products <input type="checkbox"/> Dairy products <input type="checkbox"/> Prepared salads / Processed fruit and vegetables <input type="checkbox"/> Alcohol Drinks/Products <input type="checkbox"/> Raw fruit and vegetables <input type="checkbox"/> Soft drinks/juices <input type="checkbox"/> Other _____
How many employees do you have?	
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>	<input type="checkbox"/> Y <input type="checkbox"/> N
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>	<input type="checkbox"/> Y <input type="checkbox"/> N
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)?	<input type="checkbox"/> Y <input type="checkbox"/> N
Do you manufacture or produce products that are not shelf stable*? <i>(shelf stable means food with a shelf life of many months to years)</i>	<input type="checkbox"/> Y <input type="checkbox"/> N
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/> Y <input type="checkbox"/> N
Do you sell ready-to-eat* food at a different location from where it is prepared? <i>(Ready-to-eat is defined as 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>	<input type="checkbox"/> Y <input type="checkbox"/> N
Is all the cooking conducted from this premises? If food is prepared in another premises please provide details including address.	<input type="checkbox"/> Y <input type="checkbox"/> N



Payment

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

By mail:

For credit card payments, please complete the attached "Credit Card Payment Form"
For cheque payments, please make payable to Town of Bassendean.

In person:

Town of Bassendean Customer Service Centre is located at 35 Old Perth Road, Bassendean

PLEASE COMPLETE THIS SECTION IF PAYING BY CREDIT CARD

Name as shown on Card

Address

.....Signature

Mastercard Visa Card

Amount \$ _____

Expiry Date ____/____

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

--	--	--	--	--

Address the application to:

Chief Executive Officer
Town of Bassendean

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

Post: PO Box 87
BASSENDEAN WA 6934

Fax: (08) 9279 4257
OR

Email: mail@bassendean.wa.gov.au

Applicant's Signature: X

Date:

Fee Payable: Notification Fee / Registration Fee - \$75

This form is to Notify or Register a food business within the Town of Bassendean.

A copy of the floor plan is required upon submission of this form. Registration is a 'one-off' process unless the business details / owners / operations etc, change.

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.