

Food business notification form

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Please complete this form in black or blue ink in BLOCK LETTERS.

This Food Business Notification Form is designed for a single business location. Where a food business sells food from multiple locations a separate form must be completed for each location.

Information to assist you to complete the food business ownership and business location details can be found on page 2.

Part 1: Food business ownership details

Name of Proprietor:

ACN:

Mailing Address:

Suburb:

P/Code:

Telephone:

Mobile:

Email:

Accounts/invoice email address if different to above:

Part 2: Business location information

Registered Business Name:

ABN:

Trading Name of Business:

Address: (not a PO Box)

Suburb:

P/Code:

Address type (Tick one box only)

☐

Street address for the business premises location

☐

Where a mobile food vending business is permanently stationed for business

☐

Where the mobile food vending/transport vehicle is normally garaged

Number of employees **handling food**

Number of full time equivalent employees **handling food**

(example: two fulltime employees plus three employees working half time would equal 3.5 full time equivalent employees)

Date business commenced: / /

Please provide a short description of the business and its operation:

Notes on completing the food business ownership details (page 1)

| | |
|----------------------------|---|
| Proprietor Name: | Mandatory entry |
| ACN: | The Australian Company Number (ACN) applies to companies registered with the Australian Securities and Investments Commission (ASIC). The ACN is mandatory if your business is a company. A company can be a Proprietary Limited (Pty Ltd) Unlimited Proprietary (Pty) Limited (Ltd) or No Liability (NL) |
| Mailing Address: | Mandatory entry. All written communications with the proprietor of a food business will be sent to this address. |
| Business telephone: | Mandatory entry. All phone communications with the proprietor of a food business will be to this number. A mobile or email contact is optional. |

Notes on completing business location information (page 1)

The address information in this section relates to information about the business location. This may be different to the business owner address information.

| | |
|--|--|
| ABN: | Optional entry if the business is not required to have an Australian Business Number (ABN). All businesses with an annual turnover of \$50,000 or non-profit organisations with an annual turnover of \$100,000 require an ABN. Organisations with a lower annual turnover may choose to register for an ABN. Contact the Australian Taxation Office for information on applying for an ABN. Phone 13 28 61 |
| Registered business name: | Mandatory entry if you trade other than under your own personal name. If the food business has been registered under the National Corporations Act 2001 administered by the Australian Securities and Investments Commission (ASIC), then the registered company name should be entered here. If the food business has been registered under state or territory legislation and not under the National Corporations Act 2001, then that registered business name should be entered here. If you are unsure if you are legally required to have a registered business name contact the Office of Consumer and Business Affairs on (08) 8204 9779. |
| Common trading name: | Required if the business does not have a registered business name. If a business name is not registered, indicate the name under which the business is known or operates. |
| Business location address: | Mandatory entry. The business location address must be a street address not a post office box or similar postal address. |
| Address type: | Mandatory entry. A business will select one of the 3 options. A street address indicates a business such as a retail shop, factory, food transport depot or similar permanent premises. Two options are provided for mobile food vending / transport vehicles. For mobile vehicles stationed at a permanent location such as a pie cart operating from a leased site select the second option. A business operating a mobile vehicle such as an ice-cream van or a food transport vehicle delivering food would tick the third option to show the address where the vehicle is normally garaged. |
| Number of employees and number of full time equivalent (FTE) employees: | Mandatory entries. Include only those employees handling food. |
| Date commenced: | Mandatory entry. The date when the business began at this location. If an exact date is not known provide the year. |

Part 3: food business sector information

The following food business sector questions are mandatory. Businesses will be categorised under three sectors - manufacturing, retail and food service and distribution. It is possible for a business to select more than one sector. For example a large bakery manufacturing products primarily for wholesale may also have a retail outlet on the same site. In this case both the manufacturing sector and retail and food service sector would be selected. Alternatively a bakery predominately operating as a retailer should tick the retail and food service sector but not the manufacturing sector.

Please tick **one or more** of the appropriate boxes below to indicate the sector or sectors in which your business operates. **Then go to the page indicated to complete questions for each sector ticked**

☐

Manufacturing sector

This page below

☐

Retail and food service sector

Page 4

☐

Distribution sector

Page 5

Manufacturing sector (see notes below)

(a) Please tick the types of food manufactured by your business (MAY BE MORE THAN ONE)

☐

Dairy products

☐

Raw fish, shellfish and seafood

☐

Raw meat and poultry

☐

Processed fish, shellfish and seafood

☐

Processed meat and poultry

☐

Soft drinks/non alcoholic drinks/juices

☐

Cooked & uncooked fermented meat products

☐

Egg or egg products

☐

Edible oils and oil products

☐

Bakery goods, bread, pastries, cakes

☐

Raw fruit and/or vegetables

☐

Infant or baby foods

☐

Processed fruit and/or vegetables

☐

Alcoholic drinks

☐

Cereal and flour products

☐

Ice and water including spring water

☐

Sugar products, confectionery including chocolate products or honey

☐

OTHER including mixed food (specify below)

If OTHER please specify business type: _____

(b) Does your business only manufacture low risk foods? (See notes below)

Yes

No

(c) Do all foods manufactured by your business have a Pathogen Reduction step?
(see notes below)

Yes

No

(d) Does your business manufacture uncooked fermented comminuted meat products?
(salami and similar uncooked meat products) (see notes below)

Yes

No

Notes on the manufacturing sector

This food sector is subdivided into broad categories based on the type of food produced. There is an option for OTHER to cover a food type that does not fit into one of the defined food categories. A food business **may choose more than one** category of food.

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils.

A pathogen reduction step is a processing step that significantly reduces the microbial population present in a food material. Examples are cooking, pasteurisation, canning or fermentation or any other processing step that is capable of significantly reducing the level of pathogenic organism present.

Uncooked fermented comminuted meat products. These are manufactured and processed meat products such as salami and mettwurst that do not include cooking in the process of manufacture.

Retail and food service sector

(a) What best describes your food business type? TICK ONLY ONE BOX that represents the predominant description of the business.

- | | |
|---|---|
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Mobile food vending vehicle |
| <input type="checkbox"/> Butcher | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Chemist / Pharmacies | <input type="checkbox"/> Service station |
| <input type="checkbox"/> Café | <input type="checkbox"/> Snack Bar / Kiosk |
| <input type="checkbox"/> Canteen | <input type="checkbox"/> Club including sport club |
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Child care centre | <input type="checkbox"/> Takeaway food business |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Temporary food business |
| <input type="checkbox"/> Farm gate sales | <input type="checkbox"/> Charitable / fund raising / Community Organisation |
| <input type="checkbox"/> Fishmonger / Seafood | |
| <input type="checkbox"/> Fruiterer / Green grocer | |
| <input type="checkbox"/> Function centre | |
| <input type="checkbox"/> Guesthouse / Bed & Breakfast / Motel | |
| <input type="checkbox"/> Hotel / Pub / Tavern | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> Stall | |

Business serving at risk persons.

- ☐ Aged Care facility (e.g. hostel, nursing home)
- ☐ Hospital
- ☐ Home delivered meals to the elderly

None of the above

- ☐ OTHER including specialty shop

Specify: _____

(b) Does your business only sell low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturers suppliers original sealed packaging? (see notes below). Yes ☐ No ☐

Notes on the retail food service sector

The retail and food service sector is based on the type of business description. Within this group is a sub group defined as businesses serving at risk persons. These businesses will be classified as high priority. The category OTHER is also included for businesses not covered in the provided options.

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro-organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils. For the retail and food service sector **low risk food** also includes **whole** fruit and vegetables.

A **medium risk food** is a food that may contain pathogenic (potentially harmful) micro-organisms but will not normally support their growth due to food characteristics; or food that is unlikely to contain pathogenic micro-organisms due to food type or processing but may support formation of toxins or growth of pathogenic micro-organisms. Examples are cut fruit and vegetables, orange juice, canned meats, pasteurised milk, dairy products, ice cream, peanut butter and milk-based confectionery.

Distribution sector

(a) What best describes your food distribution business type? TICK ONE BOX ONLY

☐

Importer

☐

Food transport

☐

Cold storage

☐

Wholesale Distributor / Packer

☐

Warehousing

☐

Other please specify business type: _____

(b) Does your business only sell low risk foods or (packaged and unpackaged) medium risk foods received and sold in the manufacturer's supplier's original sealed packaging? (See notes previous page)

Yes

☐

No

☐

Notes on the food distribution sector

Food transport includes general carriers that transport food.

Notification submitted by:

Signature:

Date: / /

Office use only

Notification received by:

Date notification received: / /