



FOOD BUSINESS NOTIFICATION AND REGISTRATION FORM

1. REASON FOR NOTIFICATION

✓ Please tick all boxes that apply:

- Closure of existing registered food business
- Change of ownership and/or business name details (no refurbishment/fit-out)
- Change of residential address
- New food business in shared premises (please provide completed 'Shared Premises Approval' form from primary food business proprietor – see Appendix A)
- New Mobile Food Business registered with other Local Government Authority (**please attach** Food Business Certificate of Registration from other Local Government Authority)
- New Mobile Food Business to be constructed and registered with City of Canning (Please complete Appendix B)
- New fixed location Food Business **or** Change of ownership with refurbishment/fitout (Please complete Appendix C)
- Home Occupation (Development Approval required prior to application)
- Other (please describe)_____

Date change to take effect:_____

Above all - Service

1317 Albany Highway Cannington (enter from George St West)

Tel: (08) 9231 0606

Email: customer@canning.wa.gov.au

Please address correspondence to: Locked Bag 80, Welshpool WA 6986

Fax: (08) 9458 2353

www.canning.wa.gov.au

2. PROPRIETOR'S CONTACT DETAILS

Surname:

First Name: Title:

Date of Birth:

Residential Address: **Business Address not accepted:**

Postcode: Telephone:

Mobile: Facsimile:

E-mail:

Company:

Address of Premises:

Postcode: ABN/ACN:

Trading Name:

Previous Trading Name:

3. OPERATIONAL DETAILS (FOOD BUSINESS NOTIFICATION)

NOTE: The operator of a food business is required to notify the City of Canning of any changes to the information provided below. The new information must be provided to the City before the changes occur. Any changes to the information may affect the classification of a food business.

3.1 What is your business type?

✓ Please tick all boxes that apply:

- Manufacturer/processor
- Retailer
- Food service
- Distributor/Importer
- Packer
- Storage
- Transport
- Restaurant/Cafe
- Snack bar/takeaway
- Caterer
- Hotel/motel/guesthouse
- Pub/tavern
- Canteen/kitchen

- Home delivery
- Mobile food operator
- Charitable or community organisation
- Home delivery
- Other:

A **Food Safety Plan** is required for the following businesses - this must be provided to the City prior to commencing trade.

- Hospital/nursing home
- Childcare Centre
- Meals-on-Wheels

I will comply with the requirement to have a Food Safety Plan

3.2 Please give a DESCRIPTION the type of foods and processes involved with the proposed food business.

TYPE OF FOOD E.g. Café style food including pasta, soups, seafood and meat dishes.....):

PROCESSES E.g. Prepare raw produce (meat, vegetables, grains) for cooking, baking, deep frying, tea and coffee.....):

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

✓ Please tick all boxes that apply:

- Prepared, ready-to-eat 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
- Soft drinks/juices/coffee/tea
- Raw fruit and vegetables
- Confectionery

- Infant or baby foods
- Bread, pastries or cakes
- Egg or egg products
- Dairy products
- Prepared salads
- Alcoholic Beverages
- Other:

NOTIFIER'S DECLARATION

In making this application, I the undersigned, agree that I will not commence the handling, sale or production of any food from the Premises until such time that my permit has been approved and included all relevant supporting documentation and any other information or documentation requested by the City's Officers.

I further declare that the information contained in this application is true and correct in every particular. In the case of a company, the signing officer must state position in company.

Name (in full):

Signature:

Date:

**Company Position
(If applicable)**

Please Note: *The completed Food Premises Notification form must be returned to the City of Canning along with the \$60 food business notification fee at the time of your application. For premises requiring a fit-out inspection and registration \$220 is payable at the time of registration.*

Forms should be submitted 14 days prior to trading.



OPTION 1	In-person Cash and EFTPOS 1317 Albany Highway, CANNINGTON (Cnr George Street West)
OPTION 2	Cheque POST: City of Canning Locked Bag 80, WELSHPOOL WA 6986 (Cheques made payable to City of Canning)
OPTION 3	Credit Card * A surcharge fee of 0.46% will be applied to any payment made by credit card*

INCOMPLETE FORMS CANNOT BE PROCESSED AND WILL DELAY YOUR APPLICATION

I (full name), * _____, authorise the City of Canning to deduct * \$ _____, (\$60 Notification or \$220 Registration and Assessment of Plans fee) from:

Please tick appropriate card type:

Mastercard Visa Debit Card

Card Number: *

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Full Name on Card:	*
Expiry Date:	* / / 20
Phone Number:	*
Signature:	*
Date submitted:	* / / 20

Office Use Only

Date Received	
Amount Received	
Account Number	(62) 18404.904 (GST exempt)

Shared Premises Approval

Date: ____ / ____ / ____

City of Canning
Environmental Health Services
Locked Bag 80
WELSHPOOL WA 6986

I, _____, proprietor of registered food
business: _____,
located at address: _____,

hereby grant permission for the business/proprietor listed below to operate out of this registered food premises, unless advised otherwise in writing, subject to the following conditions:

1. Days per week (circle) : Mon / Tue / Wed / Thu / Fri / Sat / Sun

2. Times on permitted day: _____

3. Area of Premises where access is restricted (if applicable):

4. Other (pls specify) _____

Business to share premises:

Business Name: _____

Proprietor Name: _____

ABN: _____ Date of Birth: ____ / ____ / ____

In allowing, a separate entity to use the premises, I accept the following:

- i) As the person responsible for the premises I may be held accountable, or duly liable, for any non-compliance observed by the enforcement agency in relation to the conduct of a registered food business operating from the premises.
- ii) Any maintenance required at the premises will be my responsibility, irrespective of whether the separate entity's actions gave rise to maintenance required (this is a civil matter between you and the other entity)
- iii) That I am responsible for ensuring appropriate agreements and procedures are formalized in writing with the separate entity to ensure that neither food business adversely affects the compliance responsibilities of the other.
- iv) I can confirm that access to full washing facilities including a fixed handwash basin, double bowl wash sink clean preparation bench and cooking facilities will be available to the other entity.

Signature: _____ **Date:** ____ / ____ / ____

Application to Construct a Mobile Food Business

Checklist - to be confirmed prior to submission	✓/x
A copy of to scale floor plans and elevations are attached.	
Details of Floor, Wall and Ceiling Surfaces are attached.	
Specifications and finishes of all equipment, benchtops, shelving and exhaust canopies are attached.	
Make, model and registration of vehicle notated on scaled floor plans.	
I understand that approval to trade my mobile food van is restricted to approved events only and that I am not entitled to trade in public carparks, reserves, roadways or road verges, that are not subject to a specific/organised event.	
I declare that I will maintain a minimum of \$10 million Public Liability Insurance Cover relating to the mobile food business to be registered, and acknowledge that approval to trade my food van within the City of Canning is null and void should I fail to do so.	
Public Liability Insurance Certificate of Current attached (minimum coverage \$10,000,000).	
I will have my Food Act Registration and a copy of the Event Organiser permission for attendance at the organised event displayed at all times.	
I will Provide any other information or documentation requested/required by the City's Officers.	

Annual Inspection Fees

The below listed inspection fees are invoiced annually and are not required to be paid at the time of application

High Risk food businesses = \$375

'High Risk' – includes premises where food is handled and produced, such as caterers, child care centres, nursing homes, hotels.

Medium Risk food business = \$285

"Medium Risk" – includes premises where food is handled and produced - such as café's, lunch bars, supermarkets, restaurants, butchers, bakeries.

Low Risk food business = \$187

"Low Risk" includes premises where no, or very limited food preparation occurs (i.e. fruit and vegetable store, news agency, sale of pre-packaged foods)

Application to Construct a Fixed Premises Food Business

Checklist - to be confirmed prior to submission	✓/ ✗
A copy of to scale floor plans and elevations are attached.	
Details of Floor, Wall and Ceiling Surfaces are attached.	
Specifications and finishes of all equipment, benchtops, shelving and exhaust canopies are attached.	
I will arrange for a final post fit-out inspection to be undertaken with one of the City's Environmental Health Officers prior to commencement of trade.	
Certificate of compliance for any Exhaust Canopy certifying that the installation has been completed in accordance with BCA Part F4.12 and AS/NZS 1668.1 & AS 1668.2 are attached (if applicable).	
I have obtained the appropriate approval from the City's Planning Services to use the proposed premises as a Food Business. Application Number: _____	
I have obtained a Building Permit or made an application for a Building Permit from the City's Building Services to undertake fit-out works. Application Number: _____	
I will Provide any other information or documentation requested/required by the City's Officers.	
I'm Alert in Food Handling certificate or equivalent food safety certificate attached	
I have submitted payment for \$220: Registration and Assessment of Plans Fee.	

Annual Inspection Fees

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High Risk food businesses = \$375

'High Risk' – includes premises where food is handled and produced, such as caterers, child care centres, nursing homes, hotels.

Medium Risk food business = \$285

"Medium Risk" – includes premises where food is handled and produced - such as café's, lunch bars, supermarkets, restaurants, butchers, bakeries.

Low Risk food business = \$187

"Low Risk" includes premises where no, or very limited food preparation occurs (i.e. fruit and vegetable store, news agency, sale of pre-packaged foods)

Family Day Care = \$135