



**BUSINESS NOTIFICATION FORM AND APPLICATION FOR APPROVAL TO  
ESTABLISH/CONSTRUCT/ALTER AND/OR UTILISE A FOOD BUSINESS**

**Proprietor/Business Details**

Name of Proprietor \_\_\_\_\_

Postal Address of Proprietor \_\_\_\_\_

ABN: \_\_\_\_\_

Business Hours Phone Number \_\_\_\_\_ After Hours Phone Number \_\_\_\_\_

Facsimile Number \_\_\_\_\_ Mobile Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

Estimated number of staff \_\_\_\_\_

**Premise Details**

Trading Name of Food Business \_\_\_\_\_

Premise Address \_\_\_\_\_

Business Phone Number \_\_\_\_\_ After Hours Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Name of person in charge and title (if different from proprietor) \_\_\_\_\_

Details of any associated premises \_\_\_\_\_

**Nature of Business Information**

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

**Is this food business a proposed business or an existing food business subject to alterations or a change of use?**

- **Proposed Food Business**
- **Existing Food Business**

For all proposed **new food businesses** a *scaled* floor plan and specifications of the food business must be submitted with this form for approval prior to the commencement of any works. The plans must include the following:

- a) the use of every room;
- b) the structural finishes of every wall, floor and ceiling;
- c) the position and type of every fitting and fixture;
- d) all sanitary conveniences, change rooms, storeroom, ventilating systems, drains, grease traps and provision for waste disposal; and
- e) plans and specifications of the mechanical exhaust system if cooking is to take place in the food premises.

**What is / will be your business type?** (Please tick all boxes that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Manufacturer/Processor | <input type="checkbox"/> Hotel/Motel/Guesthouse               |
| <input type="checkbox"/> Retailer               | <input type="checkbox"/> Pub/Tavern                           |
| <input type="checkbox"/> Food Service           | <input type="checkbox"/> Canteen/Kitchen                      |
| <input type="checkbox"/> Distributor/Importer   | <input type="checkbox"/> Hospital/Nursing Home                |
| <input type="checkbox"/> Packer                 | <input type="checkbox"/> Child Care Centre                    |
| <input type="checkbox"/> Storage                | <input type="checkbox"/> Home Delivery                        |
| <input type="checkbox"/> Transport              | <input type="checkbox"/> Mobile Food Operator                 |
| <input type="checkbox"/> Restaurant/Café        | <input type="checkbox"/> Market Stall                         |
| <input type="checkbox"/> Snack Bar/Takeaway     | <input type="checkbox"/> Charitable or Community Organisation |
| <input type="checkbox"/> Caterer                | <input type="checkbox"/> Temporary Food Premises              |
| <input type="checkbox"/> Meals-on-Wheels        | <input type="checkbox"/> Other _____                          |

**Please provide more detail about your business type** (E.g. butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station, cellar sales etc.)

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**Do you/will you provide, produce or manufacture any of the following foods?** (Please tick all boxes that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Prepared, ready-to-eat* table meal   | <input type="checkbox"/> Processed fruit and vegetables |
| <input type="checkbox"/> Frozen meals                         | <input type="checkbox"/> Confectionery                  |
| <input type="checkbox"/> Raw meat, poultry or seafood         | <input type="checkbox"/> Infant or baby foods           |
| <input type="checkbox"/> Processed meat, poultry or seafood   | <input type="checkbox"/> Bread, pastries or cakes       |
| <input type="checkbox"/> Fermented meat products              | <input type="checkbox"/> Egg or egg products            |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Dairy products                 |
| <input type="checkbox"/> Sandwiches or rolls                  | <input type="checkbox"/> Prepared salads                |
| <input type="checkbox"/> Soft drinks/juices                   | <input type="checkbox"/> Other _____                    |
| <input type="checkbox"/> Raw fruit and vegetables             |   |

**What is/will be the nature of your food business? (Please Circle)****To be answered by all businesses**

- |     |  |     |    |
|-----|--|-----|----|
| (a) | Are you a small business*?   | Yes | No |
| (b) | Is the food that you provide, produce or manufacture ready-to-eat* when sold to the customer?  | Yes | No |
| (c) | Do you process* the food that you produce or provide before sale or distribution?  | 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 |

**To be answered by manufacturing/processing businesses only**

- |     |   |     |    |
|-----|---|-----|----|
| (e) | Do you manufacture or produce products that are not shelf stable*?    | Yes | No |
| (f) | Do you manufacture or produce fermented meat products such as salami? | Yes | No |

**To be answered by food service and retail businesses only**

(Includes charitable and community organisations, market stalls and temporary food premises)

- |     |   |     |    |
|-----|---|-----|----|
| (g) | Do you sell ready-to-eat* food at a different location from where it is prepared? | Yes | No |
|-----|---|-----|----|

**\*Definitions for the Purposes of Notification**

**Process**, in relation to food, means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these activities.

**Ready-to-eat food** means 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.

**Shelf-stable** means non-perishable food with a shelf life of many months to years.

**Small business** is a business that employs less than 10 people in the ‘food services’ sector or less than 50 people in the ‘manufacturing’ sector.

**Hours of Operation**

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

**Additional Notification Information for Food Transport Vehicles and Mobile Food Vendors**

**Please provide details of food vehicle (make, model, registration plate number)**

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**Are you a mobile vendor (e.g. ice-cream van) or are you permanently stationed at one site (e.g. after hours takeaway van)?**

Mobile Vendor / Permanently Stationed Vendor (please circle)

**For mobile vendors and food transport vehicles, please provide the address at which the vehicle is normally garaged or housed.**

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**For permanently stationed vendors, please provide the address of the site.**

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**Declaration:**

I, the person making this application declare that the information contained in this application is true and correct in every particular and that a prescribed fee is payable with this application.

**Signature of applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Completed Application / Notification forms should be mailed to:

The Chief Executive Officer  
Shire of Plantagenet  
PO Box 48  
MOUNT BARKER WA 6324

Or  
Emailed to: [info@plantagenet.wa.gov.au](mailto:info@plantagenet.wa.gov.au)