

# APPLICATION TO CONSTRUCT OR ALTER A FOOD BUSINESS



## Applicant's Details:

<b>Applicant's Name:</b>			
Mail Address:	Street Address:		
	Suburb:	Post Code	
Phone:	Mob:	Fax:	
Email			

## Food Business Details:

<b>Name of food premises:</b>			
Business Address:	Street Address:		
	Suburb:	Post Code	
Estimated number of equivalent full time staff:			
Will the premises be connected to the Water Corporation Sewer? <small>please circle</small> Yes / No			
<b>What type of food business is proposed?</b> <small>Please tick <b>all</b> boxes that apply (there may be more than one)</small>			
<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"/>	Childcare centre
<input type="checkbox"/>	Storage	<input type="checkbox"/>	Home delivery
<input type="checkbox"/>	Transport	<input type="checkbox"/>	Temporary food premises
<input type="checkbox"/>	Restaurant/café	<input type="checkbox"/>	Mobile food operator
<input type="checkbox"/>	Snack bar/takeaway	<input type="checkbox"/>	Market stall
<input type="checkbox"/>	Caterer	<input type="checkbox"/>	Charitable or community organisation
<input type="checkbox"/>	Meals-on-wheels	<input type="checkbox"/>	Other

<b>Will the food business provide, produce or manufacture any of the following foods?</b> <small>Please tick <b>all</b> boxes that apply (there may be more than one)</small>			
<input type="checkbox"/>	Prepared, ready to eat <sup>1</sup> table meals	<input type="checkbox"/>	Confectionary
<input type="checkbox"/>	Frozen meals	<input type="checkbox"/>	Infant or baby foods
<input type="checkbox"/>	Raw meat, poultry or seafood (i.e. oysters)	<input type="checkbox"/>	Bread, pastries or cakes
<input type="checkbox"/>	Processed meat, poultry or seafood	<input type="checkbox"/>	Egg or egg products
<input type="checkbox"/>	Fermented meat products	<input type="checkbox"/>	Dairy products
<input type="checkbox"/>	Meat pies, sausage rolls or hot dogs	<input type="checkbox"/>	Prepared salads
<input type="checkbox"/>	Soft drinks/juices	<input type="checkbox"/>	Sandwiches or rolls
<input type="checkbox"/>	Raw fruit and vegetables	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Processed <sup>2</sup> fruit and vegetables	.....	

Notes: <sup>1</sup> Ready-to-eat food - food that is ordinarily consumed in the same state as in which it is sold  
<sup>2</sup> Process - activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these

**In support of this application I hereby submit scaled plans and specifications including:**

- the proposed floor plan and use of each room
- the structural finishes of every wall, floor and ceiling;
- the position and type of every fitting and fixture
- if provided, number of chairs for patrons
- details of proposed sinks for hand washing, food preparation and dish washing or dishwasher specifications
- all sanitary conveniences provided for staff and patrons, change rooms, storerooms, ventilating systems, drains, grease traps and provision for waste disposal; and,
- details of the mechanical exhaust system, if cooking is to take place in the food premises.

**IF YOU DO NOT INCLUDE ALL REQUIRED SUPPORTING INFORMATION,  
ASSESSMENT OF YOUR APPLICATION MAY BE DELAYED.**

*Information to assist you on the fit-out requirements for your food premises may be found in the City of Cockburn publication "A Guide to the Construction of Food Businesses" which is available at [www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au) , and also in AS 4674-2004, entitled "Design, construction and fit-out of food premises".*

**Application Fees (21-22 Financial year) (tick relevant fee)**

Construction of a New Food Business Premises:

- Application to Construct a High or Medium Risk Food Premises \$524.00
- Application to Construct a Low or Very Low Risk Food Premises \$279.00

Alterations to an Existing Food Business Premises:

- Minor Alterations to an Existing Food Business Premises \$184.00
- Major Alterations to an Existing Food Business Premises \$356.00

**Declaration:**

I, the person making this application declare that:

- This application form is accompanied by the fees required by the table above;
- I have attached all required plans and specifications; and
- The information contained in this application is true and correct in every particular.

**Contact City Health Services**

9 Coleville Crescent, Spearwood  
PO Box 1215 BIBRA LAKE DC WA 6965  
Ph: (08) 9411 3589 Fax: (08) 9411 3333  
E-mail: [health@cockburn.wa.gov.au](mailto:health@cockburn.wa.gov.au)

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

In the case of a company, the signing officer must state position in the company

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

**Note:** *Should your Food Act 2008 application be approved, this does not remove the need to obtain all other necessary Planning and Building approvals prior to commencing work on your premises. Contact Planning Services directly on 9411 3578, or Building Services on 9411 3608, for further information on their requirements.*