



## City of Cockburn Food Act 2008 Notification/Registration Form

### Food Business details *(if food business operates from a vehicle, please state where the vehicle is garaged)*

<b>Trading Name:</b>			
<b>ABN:</b>			
<b>Address of Premises:</b>	<b>Shop/Unit</b>	<b>Street address</b>	
	<b>Suburb</b>		<b>Post code</b>
<b>Preferred Mailing Address:</b>			
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>			

### Proprietor details *(the Proprietor is the person or company who conducts or is in charge of the food business)*

<b>Proprietor Name:</b>		
<b>Postal Address:</b>		
<b>ABN or Date of Birth:</b>		
<b>Phone:</b>	<b>A/H:</b>	<b>Fax:</b>
<b>Email:</b>		
<b>Primary language spoken:</b>		<b>Number of equivalent full time staff:</b>

### Details of Site Manager *(if different from Proprietor details)*

<b>First Name(s):</b>	<b>Surname(s):</b>
<b>Position Title:</b>	
<b>Postal Address:</b>	
<b>Date of Birth:</b>	
<b>Phone:</b>	<b>Primary language spoken:</b>
<b>Email:</b>	

### Other Associated Activities:

<b>Details of any other associated food businesses:</b>
<b>Details of food vehicle (make, model, registration plate):</b> <i>(only where food business operates from or operates food vehicles only)</i>



### What is your business type?

Please tick all boxes that apply (there may be more than one)

- |   |  |
|---|--|
| <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        | <i>(NB: Charitable or community organisations are except from payment of notification fee)</i> |
| <input type="checkbox"/> Other:                 |  |

### Please provide more details about your type of business

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide maximum patrons estimate)

---



---



---



---

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

Please tick all boxes that apply

- |  |   |
|--|---|
| <input type="checkbox"/> Prepared, ready to eat' 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"/> Sandwiches or rolls                         | <input type="checkbox"/> Other:                   |
| <input type="checkbox"/> Soft drinks/juices                          |   |
| <input type="checkbox"/> Raw fruit and vegetables                    |   |
| <input type="checkbox"/> Processed <sup>2</sup> fruit and vegetables |   |



### What is the nature of your food business?

	Yes	No
Are you a small business <sup>3</sup> ?		
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons <sup>4</sup> ?		
<b>To be answered by manufacturing/processing businesses only:</b>		
Do you manufacture or produce products that are not shelf stable <sup>5</sup> ?		
Do you manufacture or produce fermented meat products such as salami?		
<b>To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):</b>		
Do you sell ready-to-eat food at a different location from where it is prepared?		
Is this sold from a food vehicle?		
Number of Vehicles .....		
Registration No .....		
Vehicle make .....		

**Notes:**

- 1 **Ready-to-eat food** – food that is ordinarily consumed in the same state as in which it is sold
- 2 **Process** - activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these
- 3 **Small business** - Is a business that employs less than 50 people in the ‘manufacturing sector’ or less than 10 people in the ‘food services’ sector
- 4 **Vulnerable persons** – refer to Standard 3.3.1 *Australia New Zealand Food Standards Code*
- 5 **Shelf stable** – non-perishable food with a shelf life of many months to years



### Hours of operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

### Recall contact:

First name			
Last name			
Phone		A/H:	Fax:
Email			

### Declaration:

I, the person making this application declare that:

- the information contained in this application is true and correct in every particular

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

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

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

### Notification / Registration Fees and Charges

- |                                      |           |
|--------------------------------------|-----------|
| • Exempted Food Business             | No charge |
| Community or charitable organisation |           |
| • Commercial operator                |           |
| Prescribed fee                       | \$59      |

### Contact Details:

City of Cockburn  
9 Coleville Crescent Spearwood  
PO BOX 12151, Bibra Lake 6965  
T: 08 9411 3444