

RESIDENTIAL FOOD BUSINESS

APPLICATION TO PREPARE AND SELL FOOD FROM RESIDENTIAL PREMISES

Proprietor Details:		
Proprietor Name:		
Residential Address:		
Postal Address:		
ABN:		
Phone:	Mob:	Fax:
Email:		
Primary language spoken:		

Details of Home Occupation:	
Describe any proposed alterations to the residence:	
<i>Attach a plan of the residence, clearly indicating all areas that will be utilised for the food preparation, production, storage, processing or other uses associated with the business (eg office areas). A separate Building Licence may be required prior to alterations to the residence being undertaken.</i>	
How often will clients or customers be visiting the site?	
Number of equivalent full time staff:	
Are any of these staff <u>not</u> members of your household?:	<i>please circle</i> Yes / No
Which category best describes your proposed home business:	
<input type="checkbox"/> Food manufacture/processing	<input type="checkbox"/> Food Transport
<input type="checkbox"/> Food packaging	<input type="checkbox"/> Caterer
<input type="checkbox"/> Distributor	<input type="checkbox"/> Charitable or community organisation
<input type="checkbox"/> Family day care	<input type="checkbox"/> Other
<input type="checkbox"/> Storage	
<p>Please note, if your proposed business:</p> <ul style="list-style-type: none"> will utilise areas additional to the kitchen area; and/or will employ people that are not members of the occupier's household; and/or will require deliveries or clients/customers visiting the residence; and/or requires any form of external change to the appearance of the residence; <p>it may be necessary for you to obtain a separate approval to operate a home occupation or business from the City's Planning Services. The City of Cockburn's Planning Services may be contacted for further information on these requirements on 9411 3578, during office hours.</p>	

Details of Food Handling Activities:

Category of food product being produced:

- Food for farm stay or home stay accommodation
- Food produced for community or charitable purposes
- Cakes, biscuits, flour products that do not contain potentially hazardous food such as cream
- Cake decorating
- Jams
- Pickled Onions
- Chutneys, relishes and sauces with a pH less than 4.5
- Repackaging of low risk confectionary products
- Other

Your application must be accompanied by full recipe details for all of the foods to be prepared or manufactured.

Please ensure that you include the following:

1. A full ingredient list of all products you wish to manufacture.
2. Manufacturing process—details of each cooking step (including cooking time expressed in minutes, temperature used expressed in degrees Celsius).
3. Details of storage conditions for raw ingredients and finished product to prevent contamination.
4. A copy of the label (if required) for the product, compliant with the Australia New Zealand Food Standards Code.

Please note that submitting this application does not automatically result in an approval.

An assessment of the proposed food handling activity will be conducted. Certain food handling activities may not be permitted within a residential home, or in the primary residential kitchen.

Declaration:

I, the person making this application declare that:

- this Application Form is accompanied by a signed and completed City of Cockburn Notification/Registration Form and the required fee;
- I have attached a plan of the house indicating areas used by the food business, including office space;
- 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: _____

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