



Food Business Application Form – Notification, Registration or Renewal of a Food Business

Food Act 2003
Sections 84, 87, 89

Part 1 - Type of Application (please tick one)

- I am notifying my intention to operate a food business (s84); or
I am applying to register a new food business (s87); or
I am applying to renew an existing food business registration (s89)

Part 2 - Type of Business (please tick all that are applicable)

- The food business is a one-off event
The food business is an ongoing business
The food business is a mobile food business (tent, stall, van, etc.)
The food business will operate from a fixed premises (such as a building)

Part 3 - Food Business Proprietor's Details

Applicant's full name (name of the responsible individual or company that will carry on the food business)

[Text input field for full name]

ABN / ACN

[Text input field for ABN / ACN]

Date of birth (for non-ABN/ACN holders)

[Text input field for date of birth]

Business address

[Text input field for business address]

Postal address (if different from business address)

[Text input field for postal address]

Business phone/mobile number

[Text input field for business phone/mobile number]

Email address

[Text input field for email address]

Part 4 - Food Business Details

Trading name

[Text input field for trading name]

On-site contact (if different from applicant)

[Text input field for on-site contact name]

Phone/mobile number (on-site contact)

[Text input field for on-site contact phone number]

Email address (on-site contact)

[Text input field for on-site contact email address]

Hours of operation

Table with 4 columns: Mon, Tue, Wed, Thurs; Fri, Sat, Sun. For hours of operation.

Complete details below if operating a mobile food business (tent, stall, van, etc.)

Vehicle registration number (if applicable)

Address where van is garaged, or equipment (tent, etc.) is stored

Proposed start date of trading

Part 5 - Food & Food Handling Activities

List the types of food to be sold (please attach details, such as a menu, if insufficient space)

Types of food handling activities or process to be used (please tick all that are applicable)

- | | |
|---|--|
| <input type="checkbox"/> No processing | <input type="checkbox"/> Vitamising |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Packing / repacking / labelling |
| <input type="checkbox"/> Cooling | <input type="checkbox"/> Vacuum packing |
| <input type="checkbox"/> Reheating | <input type="checkbox"/> Preparation in advance (>4 hours) |
| <input type="checkbox"/> Hot-holding / cold-holding | <input type="checkbox"/> Other (specify below) |
| <input type="checkbox"/> Cook-chill / sous vide | |
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Part 6 – Food Business Layout – Mobile Food Business only

For mobile food businesses: please attach an A4 plan or photographs clearly depicting the layout of your vehicle, cart, tent, booth or other mobile structure. A template for this can be found on page 4 of this application. Refer to the *Guidelines for Mobile Food Businesses* for more information.

Part 7 – Food Preparation & Storage – Mobile Food Business only

If any food sold from a mobile food business is to be prepared and/or stored at another location not mentioned above, please provide details, including the address of any premises where food is to be stored or prepared. Attach details if insufficient space:

Part 8 – Applicant Declaration

I, the undersigned, declare that the information provided on this form is true and correct. I also understand and agree that information on this form, and about the business and its on-going operation, may be shared between Authorised Officers, councils, and other jurisdictions to assess this application and the business' compliance with the *Food Act 2003*.

Please tick below (optional):

I consent to receiving communications about this application in electronic form

Applicant's name	Applicant's signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Part 9 – Fees

If applicable, an invoice will be issued to you once your application has been processed.

Annual Registration / Renewal – P1	\$210.00
Annual Registration / Renewal – P2	\$150.00
Annual Registration / Renewal – P3	\$110.00
Notification – P3-N & P4	No charge
Temporary Food Permit – per day	\$25.00
Temporary Food Permit – 3-4 day event	\$60.00

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*: 1. Personal information will be collected from you for the purpose of dealing with your application and may be used for other purposes permitted by the *Local Government Act 1993* and regulations made or under that Act. 2. Failure to provide this information may result in your application not being able to be accepted and processed. 3. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to contractors and agents of the Devonport City Council. 4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. 5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Devonport City Council. You may be charged a fee for this service.

Office Use Only

Date Received:	Receipt No:
<input type="text"/>	<input type="text"/>



Mobile Food Business Layout



YOUR BUSINESS MUST HAVE:

- A water resistant roof
- 3 walls which cover the entire food preparation and display area
- Easy-to-clean flooring

Your drawing should be done as if looking down on the business, and include details like:

- Hand washing area
- Food preparation tables
- Counter/payment area
- Hot/cold display cabinet
- Refrigeration/cold storage
- Equipment washing facility
- Cooking area (BBQ, fryer, grill plate, etc.)
- Rubbish bins