

**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)

ABN / ACN

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

Business address

Postal address (if different from business address)

Business phone/mobile number

Email address

Part 4 - Food business details

Trading name

On-site contact (if different from applicant)

Phone/mobile number (on-site contact)

Email address (on-site contact)

Hours of operation

Mon	Tue	Wed	Thurs
Fri	Sat	Sun	

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 and 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)

☐ No processing

☐ Cooking

☐ Cooling

☐ Reheating

☐ Hot-holding / cold-holding

☐ Cook-chill / sous vide

☐ Vitamising

☐ Packing / repacking / labelling

☐ Vacuum packing

☐ Preparation in advance (>4 hours)

☐ Other (specify below)

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 and 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

Part 9 – Fees

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

Annual Registration / Renewal – P1	\$230.00
Annual Registration / Renewal – P2	\$170.00
Annual Registration / Renewal – P3	\$130.00
Notification – P3-N & P4	No charge
Temporary Food Permit – per day	\$35.00
Temporary Food Permit – 2-4 day event	\$70.00

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:



Mobile Food Business Layout

YOUR BUSINESS MUST HAVE:

- YOUR BUSINESS MUST HAVE:**
- A water resistant roof
 - Three 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:

- 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