

Application Form: Food Act 2008 Notification/Registration Form



Proprietor/Business Details			
Proprietor Name:		Phone:	
Postal Address:			
ABN:			
Email:			
Hours of operation:		Number of full time staff:	

Premise Details			
Trading Name:			
Business trading address:			
Address where vehicle garaged (if different):			
Phone:		Email:	
Name of Person in charge and title:			
Details of food vehicle (make, model, registration plate):			

Description of premises (please tick all boxes that apply)			
<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

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Nature of food business	
Are you a small business?	<input type="checkbox"/>
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer	<input type="checkbox"/>
Do you process the food that you produce or provide before sale or distribution	<input type="checkbox"/>
Do you directly supply or manufacture food for organisations that cater to vulnerable persons?	<input type="checkbox"/>
Do you manufacture produce products that are not shelf stable?	<input type="checkbox"/>
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/>
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):	<input type="checkbox"/>
Do you sell ready-to-eat food at a different location from where it is prepared?	<input type="checkbox"/>

Fees	
New Application for Food Business Registration	\$126.00
Change of Ownership from a previous registered Food Business	\$126.00
Food Business Notification (this fee applies to businesses that are exempt from registration under the <i>Food Act 2008</i>)	\$39.00
Note: Inspection Fee	
An inspection fee becomes payable after the business is registered. You will be invoiced for inspection and administration costs on an annual basis (these can be paid upfront or after the inspections have been performed).	
(Note: Inspection Fees changes every financial year, subject to Budget adoption)	2022-2023
Fees Inspection Fee – Low Risk	\$99.00
Inspection Fee - Medium Risk	\$198.00
Inspection Fee - High Risk	\$307.50
You do not need to re-apply for a food business registration as this is permanent once issued for the life of a continuing business.	

You must notify the Shire of Capel within 7 days of any of the following occurring:	
(a)	The food business ceases to be conducted at the premise
(b)	The food business is sold
(c)	Any change is made to the activities carried out for the purposes of food business that is likely to affect its priority classification

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Declaration			
I, the person making this application declare that the information in this application is true and correct in every particular.			
Signature of applicant:		Date:	

Office Use Only		Records
Date Received:		
Accepting Officer:		
Amount Paid:	\$	
Receipt Number:		
Premises Code Number:		