

# Home based food business registration form

*Food Act 2008 (Section 110)*

ABN 21 086 180 442

2 Midland Square, Midland WA 6056

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This Form is to be used for the purposes of satisfying the requirements, under the *Food Act 2008*, of a proprietor of a new Food Business to provide notification to the Local Authority to enable the issuing of a Registration Certificate.

## Which categories best describe your proposed business activities?

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

Food handling will occur within the residential domestic kitchen

Food handling will occur within a separate room away from the domestic kitchen which has been fitted out to a commercial food business standard.

Food business is in connection to a home based family day care centre

Food business is in relation to part of a Bed and Breakfast or similar operation

Food business is in relation to a temporary food stall or food vehicle stored or housed at the residence.

## Details of Food Business

Name of Business:

Address of Business:

Postal Address: (if different from business address)

Name of Proprietor: Mr/Mrs/Ms (in full)

Name of Additional Proprietor: Mr/Mrs/Ms (in full if applicable)

Phone:

Mobile:

Vehicle type and Registration: (if applicable)

Email:

ABN/ACN:

Max. number of staff at any one time: (including yourself)

## Description of foods to be prepared

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

Jams

Cakes, biscuits, muffins and flour products which do not contain potentially hazardous food such as cream

Cake decorating e.g. traditional wedding cakes using marzipan decoration or other type of icing not requiring temperature control

Chutneys, relishes and sauces that are heat treated by boiling or cooking.

Herb vinegars with a pH of less than 4.5

Repackaging of bulk packaged low risk food products

Pickled onions

Other (see note below):

Please attach details of all foods to be prepared, list of all ingredients and an indication of the process involved in making the food products

Other foods are those classed as shelf stable food products i.e. where the final product does not require temperature control during storage or transport. Other foods may be approved by the City but only where they are assessed as a low risk and suitable for a residential kitchen, unless part of a B&B or family based day care centre.

Medium or high risk foods may be prepared from a purpose built isolated facility within the residential property e.g. a spare room fitted out to a commercial standard.

### Documentation required to be submitted with this form

Plans are not required where the existing domestic kitchen is intended to be used. Plans are only required where a separate purpose built area is intended to be constructed to allow the preparation of medium or high risk activities. As a minimum plans should be a floor plan of the food handling area (showing all appliances and equipment), to scale (typically 1:100 or 1:200) and with details of specifications (including details of floor, wall and ceiling finishes, bench surfaces etc). Additional information by way of elevations may also be provided. Please refer to 'Important Information' overleaf.

### Fees:

Payment of the following fee is required.

Date:

Registration fee is

**\$196.00 (non refundable)**

### Payment options

#### Pay in Person

Pay via cash, EFTPOS, cheque, money order or credit card at:  
Cashier at City of Swan Administration Centre,  
2 Midland Square, Midland  
between 8.00am and 4.30pm Monday to Friday.

#### Pay by Mail

Send a cheque or money order payable to the City of Swan to PO Box 196 Midland WA 6936.

#### Pay by Credit Card

For credit card payments not made in person please ensure your contact details (mobile/phone/email) are provided on the application form, as you will be contacted by a member of the City's Customer Experience team to arrange payment once your application has been received.

**Note:** A fee of 0.4% of the transaction value applies to all card payments.

**Please note that payment must be received before your application can be assessed.**

### Initial Inspection

Prior to commencing operations an inspection of the food business is usually undertaken by Health Services. There is no additional fee for this inspection and it will ensure your premises are compliant with legislative requirements and helps avoid the need for rectification work whilst trying to operate. You will be contacted shortly by a City Officer to arrange an inspection of your premises or you may contact the City yourself on 9267 9267.

### Important Information

This is not an application form for approval and consequently no 'Conditions of Approval' will be issued. It is designed solely to meet the requirements of a food business to obtain a Registration Certificate.

It is the food businesses responsibility to comply with all other legislative requirements, including building legislation & planning legislation requirements and this may require separate applications to be lodged with the City. To assist businesses meet the requirements the City has developed a number of guideline information sheets. Proprietors should refer to these guidelines to ensure what is being proposed will be acceptable. The City can however provide advice to proprietors seeking further clarification if they are unsure of the requirements. For more information on Building and Planning requirements please contact the City on 9267 9267.

### Fact Sheets, Guidelines and Other Information

Additional information, including fact sheets and guidelines on food handling and food safety, may be found on the following websites;

- Department of Health – [www.public.health.wa.gov.au](http://www.public.health.wa.gov.au)
- Food Standards Australia New Zealand – [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- City of Swan – [www.swan.wa.gov.au](http://www.swan.wa.gov.au)

### Legislation Requirements

- *Food Act 2008* (available from the Department of Justice [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au))
- *Food Regulations 2009* (available from the Department of Justice [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au))
- *Australia New Zealand Food Standards Code* (available from FSANZ [www.foodstandards.gov.au](http://www.foodstandards.gov.au))
- *Consolidated Local Laws 2005* (available from City's website [www.swan.wa.gov.au](http://www.swan.wa.gov.au))

## Free food safety training

### ***I'm Alert* food safety program**

To assist food businesses to meet the requirements of ensuring their staff have sufficient skills and knowledge, the City of Swan subscribes to the ***I'm Alert*** food safety program. This program is provided free of charge to our food businesses and is available on the City's website.

The program is easy to follow, includes a presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records

Visit [www.cityofswan.imalert.com.au](http://www.cityofswan.imalert.com.au) to conduct the training now

### ***DoFoodSafely* learning program**

**DoFoodSafely** is a free, online, learning program for people working with food. The program provides information about safe food handling practices and other important information to keep the food that you sell safe. The program takes about one hour to complete, and users can test their knowledge by completing the quiz at the end of the online course.

A certificate is provided to the user if they achieve 90 per cent or more correct answers in the quiz. Several translations are also available to complete **DoFoodSafely**

Visit [dofoodsafely.health.vic.gov.au/index.php/en/](http://dofoodsafely.health.vic.gov.au/index.php/en/) to conduct the training now

### **New Food Safety Standard 3.2.2A – Food Safety Management Tools**

Please follow the link below for more information on how the new standard may apply to your food business.



**New national standard for food businesses**  
from **December 8 2023** | *Food Safety Standard 3.2.2A*

to find out more go to [www.swan.wa.gov.au/newfoodstandard](http://www.swan.wa.gov.au/newfoodstandard)