

Food Act 2008

**Notification – to use an existing food premises, or
Registration – to apply for a food business premises**

Proprietor/Business details

Proprietor <u>Name</u> (means a person):		
Postal Address:		
ABN:		
Phone:	A/H:	Fax:
Email:		
Primary language spoken:	Number of equivalent full-time staff:	

Premises details (if food vehicle/temporary food business please provide details of location the vehicle is garaged)

Trading Name:	
Address of Premises:	
Phone:	
Email:	
Name of person in charge and title (if different from <i>proprietor</i>):	
Details of premises and any associated premises:	
Water Supply (circle) Scheme Supply (Water Corp or the like) / Rainwater / Dam / Well / Bore / Other.	Sewerage (circle) Septic tanks / Reticulated Sewerage / Other
Details of food vehicle (make, model, registration plate):	

Description of premises food activity

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

- | | |
|---|---|
| <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 |

Please provide more details about your type of business

(For example: butcher, bakery, grocery, café, hotel, tavern, roadhouse, event catering, food stall... If business is a catering business, please provide maximum patrons estimate)

Do you provide, produce, or manufacture any of the following foods?

Please tick **all** boxes that apply:

- | | |
|--|--|
| <input type="checkbox"/> Prepared, ready to eat ¹ table meals | <input type="checkbox"/> Confectionary |
| <input type="checkbox"/> Frozen meals | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Raw meat, poultry, or seafood (i.e. oysters) | <input type="checkbox"/> Bread, pastries, or cakes |
| <input type="checkbox"/> Processed meat, poultry, or seafood | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Fermented meat products | <input type="checkbox"/> Dairy products |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Prepared salads |
| <input type="checkbox"/> Sandwiches or rolls | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Soft drinks/juices | |
| <input type="checkbox"/> Raw fruit and vegetables | |
| <input type="checkbox"/> Processed fruit and vegetables | |

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold.

Nature of food business

	Yes	No
Are you a small business ² ?		
Is the food that you provide, produce, or manufacture ready-to-eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacture food for organisations that cater to vulnerable persons ³ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready-to-eat food at a different location from where it is prepared?		

Qualifications achieved / required:

Food Safety Supervisor	YES	NO	Copy Attached?	YES	NO
Food safety supervisor training course and required units of competencies. These are valid for 5 years from date of issue. https://www.health.wa.gov.au/articles/f_i/food-safety-supervisor-training-course					
Food Safety Training	YES	NO	Copy Attached?	YES	NO
Required by all food handling staff to ensure that each food handler that will be handling unpackaged potentially hazardous food that is ready-to-eat. Approved by the Food Unit of the Dept of Health WA online courses: https://foodsafeline.com.au/ available in English, Vietnamese, and Simplified Chinese https://www.imalert.com.au/foodsafety/ available in English and Simplified Chinese https://dofoodsafely.health.vic.gov.au/index.php/en/ available in English, Chinese, Vietnamese, Korean, Hindi, Nepali, Punjabi Note! This is not the Food Safety Supervisor course.					

Helpful information to assist you with any required training:

https://www.health.wa.gov.au/Articles/F_I/Food-safety-management-tools-for-food-businesses

https://www.health.wa.gov.au/Articles/F_I/Food-safety-management-tools-FAQs

<https://www.health.wa.gov.au/Health-for/Licensing-and-industry/Food>

<https://www.foodstandards.gov.au/food-standards-code/legislation>

² Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

³ Standard 3.3.1 Australia New Zealand Food Standards Code

Hours of operation / day(s) of Event:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Recall contact (Only required if your food business wholesales / sells to other addresses. A Food Recall Plan is necessary):

First name			
Last name			
Phone		A/H:	Fax:
Email			

Declaration:

I, the person making this application declare that 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:

.....

The information gathered in this form will be used for purposes related to the administration of the *Food Act 2008* (WA). In accordance with regulation 51 of the *Food Regulations 2009* (WA), certain details (proprietor name, trading name and address details) may be made publicly available.

Fees & Charges (as of 2025-2026):**Registration of a new food premises**

- Low Risk \$175 (inclusive of premises inspection; no GST)
- Medium Risk \$225 (inclusive of premises inspection; no GST)
- High Risk \$275 (inclusive of premises inspection; no GST)

Transfer of a Food Business Registration

- \$53 (no GST)

Assigning by formal Notification a new proprietor to an existing Registered food premises

- Same fee as *Transfer of Food Business Registration*