

Food Registration/Notification Form

Food Act 2008



Notification ☐ Registration ☐ Change of Food Activity ☐ Ceased Trading ☐

SHIRE OF
MANJIMUP

PROPRIETOR DETAILS

Name			
Postal Address			
Phone (Home)		Phone (Mobile)	
Email Address			

BUSINESS DETAILS

Trading Name			
ABN			
Business Address			
Postal Address			
Phone			
Email Address			

Food Safety Supervisor (See page 4 for further information)

Name			Phone				
Email			Certificate dated				
Number of Full Time Equivalent Staff		Estimated number of persons engaged in the preparation, manufacturing, processing, cooking or serving of meals					
Hours of Operation (e.g Wed 10am – 3pm)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

DESCRIPTION OF USE OF PREMISES (PLEASE TICK ALL THAT APPLY)

Manufacturer / Processor	☐	Retailer	☐	Transport	☐
Restaurant / Café	☐	Food Service	☐	Distributor / Importer	☐
Canteen / Kitchen	☐	Hospital / Nursing Home	☐	Packer	☐
Pub / Tavern	☐	Storage	☐	Home Delivery	☐
Hotel/Motel/Guest House	☐	Childcare Centre	☐	Meals on Wheels	☐
Mobile Food Operator	☐	Snack Bar / Bakery	☐	Market Stall	☐
Caterer	☐	Charitable/Community Organisation	☐	Temporary Food Premise	☐
Other (Please specify)					

PLEASE PROVIDE MORE DETAILS ABOUT YOUR TYPE OF BUSINESS (e.g. butcher, bakery, soft drink manufacturer, service station. If you are a catering business, please provide estimate of maximum patrons).

LOCATION WHERE FOOD IS PREPARED AND STORED (PLEASE ADVISE ALL THAT APPLY)

Commercial Premises		Address			
Residential Premises		Address			
Food Van		Garaged Address			
Food Transport Vehicle		Garaged Address			
Vehicle Make		Vehicle Model		Registration	

**WILL YOU PROVIDE, PRODUCE OR MANUFACTURE ANY OF THE FOLLOWING?
(TICK ALL THAT APPLY)**

Prepared, ready to eat meals		Meat pies, sausage rolls, hot dogs		Confectionary	
Frozen Meals		Sandwiches, rolls		Dairy	
Raw meat, poultry or seafood		Raw fruit or vegetables		Eggs or egg products	
Processed meat products		Processed fruit or vegetables		Soft Drinks, juices	
Fermented meat products		Infant or baby food		Prepared Salads	
Bread, Pastries or Cakes		Other (please specify)			

**WILL YOU PROVIDE, PRODUCE OR MANUFACTURE ANY OF THE FOLLOWING?
(TICK ALL THAT APPLY)**

Aioli		Bean Sprouts		Dried Cured Meats	
Fermented Foods (Kombucha)		Hollandaise		Oysters	
Pate		Sushi		Tiramisu	
These will be produced or manufactured by my business				These will be ordered from a supplier	

NATURE OF FOOD BUSINESS (SELECT YES OR NO FOR EACH QUESTION)

1. Are you a small business? (i.e. employ less than 50 FTEs in the manufacturing sector or less than 10 FTEs in the food service sector)	Yes		No	
2. Is the food that you provide, produce or manufacture ready-to-eat when sold to the customers? (i.e. food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts enclosed in the shell or whole fruit and vegetable intended for further processing by the customer)	Yes		No	
3. Do you sell ready-to-eat food at a different location from where it is prepared?	Yes		No	
4. Do you directly supply or manufacture food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women? (such as hospitals, nursing homes and childcare centres)	Yes		No	
5. Do you process the food that you produce or provide before sale or distribution? (process means activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising or a combination of these activities).	Yes		No	

MANUFACTURING/PROCESSING BUSINESSES ONLY

(Note: If you answered Yes to question 5 – Please answer questions below)

6. Do you manufacture or produce products that are not shelf stable? (shelf stable means non-perishable food with a shelf life of many months to years)	Yes		No	
7. Do you manufacture or produce fermented meat products such as salami?	Yes		No	

CHECKLIST OF REQUIRED SUPPORTING INFORMATION

Food Businesses such as restaurants, cafes, etc. are required to provide:

	Menu
	Food Handler Training certificates (Food Standards Code – Standard 3.2.2 Clause 3(1))
	*Evidence of Food Safety Supervisor Training for nominated food safety supervisor (FSANZ Standard 3.2.2A)

Food Businesses intending to manufacture food:

(this includes preparing and handling low risk foods for sale from residential home) are required to provide:

	Detailed recipes (including quantity of ingredients)
	Manufacturing process explanations with temperature and/or time used for each processing/cooking step
	Food Storage Details
	Cleaning procedures
	Product shelf life determination (if required)
	Details of product labelling
	Food Recall Procedure
	Food Handler Training certificates for anyone handling food (FSANZ Standard 3.2.2 Clause 3(1))
	*Evidence of Food Safety Supervisor Training for nominated food safety supervisor (FSANZ Standard 3.2.2A)

* A nominated Food Safety Supervisor who has completed the Food Safety Supervisor training is applicable to any food businesses that handle unpackaged, potentially hazardous foods. For more information, please see page 4.

I, the person(s) making this application, declare that the information contained in this application is true and correct in every particular.

SIGNATURE		DATE	
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Fees apply for the assessment and registration of food businesses. All fees must be paid prior to approval being issued, unless you are an exempt from paying fees. Please refer to the Shire's current Fees and Charges Schedule which is reviewed on an annual basis.

Does my business need a Food Safety Supervisor?

Standard 3.2.2A – Food Safety Management Tools is a new standard introduced across Australia in December 2023 to improve food safety. The standard applies to food businesses that handle unpackaged, potentially hazardous foods that are:

- used in the preparation of ready-to-eat food to be served to a consumer or
- ready-to-eat food intended for retail sale by that business.

Potentially hazardous foods are generally foods that need to be kept in the fridge to keep them safe. For example:

- raw/cooked meats and food containing meat
- food containing eggs
- dairy products
- seafood and food containing seafood
- sprouted seeds
- cut fruits and vegetables
- cooked rice
- fresh and cooked pasta.



In Western Australia, each business is required to have one nominated Food Safety Supervisor who is required to undergo training by a registered training organisation that is approved to deliver the following units of competencies;

- SITXFSA005 – Use hygienic practices for food safety; and
- SITXFSA006 – Participate in safe food handling practices

The Department of Health has assessed other nationally recognised units of competencies. For further information about these units and the training, please see the Department of Health website: www.health.wa.gov.au/articles/f_i/food-safety-supervisor-training-course.

Who needs the FoodSafe Food Handler training?



Anyone handling food within your business is required to do the Food Handler training. FoodSafe has been developed by Environmental Health Australia for individuals and is an ideal first step towards safer food. It is an interactive food handler training program and is available **free of charge** to all food businesses, community groups and residents within the Shire of Manjimup. The program is fully online with training videos and questions, and a certificate is issued upon completion of the course.

To access FoodSafe, please visit www.foodsafeonline.com.au where you will be able to access the online course free of charge. You will be required to use the Shire's unique discount code **FSMANJI331** on the payment details page to apply the \$35 discount. You will then need to complete the transaction and follow the downloadable instructions to register and start the course.