

FOOD BUSINESS NOTIFICATION FORM

This Food Business Notification form is designed for a single business location. Where a food business sells food from multiple locations a separate form must be completed for each location. Information to assist you to complete the food business ownership and business location details can be found on page 2.

PART 1 - FOOD BUSINESS OWNERSHIP DETAILS

Name of the Proprietor:

ACN:

Mailing address street/postal address:

Suburb:

Post code:

Business key contact:

Business telephone:

Mobile phone:

Fax number:

Email:

PART 2 - BUSINESS LOCATION INFORMATION

ABN:

Registered Business Name:

Common trading name of business:

Business address (Not a PO box):

Suburb/town:

Postcode:

Business location address type
(Tick one box only)

Street address for the business premise location

Where a mobile food vending business is permanently stationed for business

Where the mobile food vending/ transport vehicle is normally garaged)

Number of employees handling food

Number of full time equivalent employees handling food
(example: Two fulltime employees plus three employees working half time would equal 3.5 full time equivalent employees)

FOOD BUSINESS NOTIFICATION FORM

PART 2 - BUSINESS LOCATION INFORMATION

Opening hours (days and times):

Date business commenced:

Please provide a short description of the business and the foods sold

(Please include a copy of your menu if possible)

Notes on completing the Food Business Ownership Details (Page 1)

Proprietor name: Mandatory entry

ACN: The Australian Company Number (ACN) applies to Companies registered with the Australian Securities and Investments Commission (ASIC). The ACN is mandatory if your business is a company. A company can be a Proprietary Limited (Pty Ltd) Unlimited Proprietary (Pty) Limited (Ltd) or No Liability (NL)

Mailing address: Mandatory entry. All written communications with the proprietor of a food business will be sent to this address.

Business telephone: Mandatory entry. All phone communications with the proprietor of a food business will be to this number. A mobile, fax or email contact is optional.

Notes on completing Business location information (Page 2)

The address information in this section relates to information about the business location. This may be different to the business owner address information.

ABN: Optional entry if the business is not required to have an ABN. All businesses with an annual turnover of \$50 000 or non-profit organisations with an annual turnover of \$100 000 require an ABN. Organisations with a lower annual turnover may choose to register for an ABN. Contact the Australian Taxation office for information on applying for an ABN. Phone 13 28 61.

Registered business name: Mandatory entry if you trade other than under your own personal name. If the food business has been registered under the National Corporations Act 2001 administered by the Australian Securities & Investments Commission (ASIC), then the registered company name should be entered here. If the food business has been registered under state or territory legislation and not under the National Corporations Act 2001, then that registered business name should be entered here. If you are unsure if you are legally required to have a registered business name contact the Office of Consumer and Business Affairs on (08) 8204 9779.

Common trading name: Required if the business does not have a registered business name. If a business name is not registered, indicate the name under which the business is known or operates.

Business location address: Mandatory entry. The business location address must be a street address not a post office box or similar postal address.

Address type: Mandatory entry. A business will select one of the 3 options. A street address indicates a business such as a retail shop, factory, food transport depot or similar permanent premises. Two options are provided for mobile food vending / transport vehicles. For mobile vehicles stationed at a permanent location such as a pie cart operating from a leased site select the second option. A business operating a mobile vehicle such as an ice-cream van or a food transport vehicle delivering food would tick the third option to show the address where the vehicle is normally garaged. Numbers of employees and number of full time equivalent (FTE) employees: Mandatory entries. Include only those employees handling food.

Date commenced: Mandatory entry. The date when the business began at this location. If an exact date is not known provide the year.

FOOD BUSINESS NOTIFICATION FORM

Part 3 - Food Business Sector Information

The following food business sector questions are mandatory. Businesses will be categorised under three sectors - manufacturing, retail & food service and distribution. It is possible for a business to select more than one sector. For example a large bakery manufacturing products primarily for wholesale may also have a retail outlet on the same site. In this case both the manufacturing sector and retail and food service sector would be selected. Alternatively a bakery predominately operating as a retailer should tick the retail and food service sector not the manufacturing sector.

Please tick one or more of the appropriate box(s) below to indicate the sector or sectors in which your business operates. Then go to the page indicated to complete questions for each sector ticked.

MANUFACTURING SECTOR
PAGE 3 (BELOW)

RETAIL AND FOOD SERVICE
SECTOR PAGE 4

DISTRIBUTION SECTOR
PAGE 5

MANUFACTURING SECTOR

(a) Please tick the types of food manufactured by your business (MAY BE MORE THAN ONE)

- | | |
|--|--|
| <input type="checkbox"/> Dairy products | <input type="checkbox"/> Raw fruit and/or vegetables chocolate products or honey |
| <input type="checkbox"/> Raw fish, shellfish and seafood | <input type="checkbox"/> Processed fruit and/or vegetables |
| <input type="checkbox"/> Raw meat and poultry | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Processed fish, shellfish and seafood | <input type="checkbox"/> Cereal and flour products |
| <input type="checkbox"/> Processed meat and poultry | <input type="checkbox"/> Alcoholic drinks |
| <input type="checkbox"/> Soft drinks /non alcoholic drinks /juices | <input type="checkbox"/> Bakery goods, bread, pastries, cakes |
| <input type="checkbox"/> Cooked & uncooked fermented meat products | <input type="checkbox"/> Ice and water including spring water |
| <input type="checkbox"/> Egg or egg products | <input type="checkbox"/> OTHER including mixed foods (specify below) |
| <input type="checkbox"/> Edible oils and oil products | <input type="checkbox"/> If OTHER please specify business type |
| <input type="checkbox"/> Sugar products, confectionery | |

My business only manufactures low risk foods

Some or all foods manufactured by my business DO NOT have a Pathogen Reduction step

My business manufactures uncooked fermented manufactured comminuted processed or manufactured meat products (salami and similar uncooked meat products)

Notes on the Manufacturing Sector

The food manufacturing sector is subdivided into broad categories based on the type of food produced. There is an option for OTHER to cover a food type that does not fit into one of the defined food categories. A food business **may choose more than one** category of food.

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugarbased confectionery, alcohol and fats and oils.

A pathogen reduction step is a processing step that significantly reduces the microbial population present in a food material. Examples are cooking, pasteurisation, canning or fermentation or any other processing step that is capable of significantly reducing the level of pathogenic organism present.

Uncooked fermented manufactured meat products. These are manufactured and processed meat products such as salami and mettwurst that do not include cooking in the process of manufacture.

FOOD BUSINESS NOTIFICATION FORM

RETAIL AND FOOD SERVICE SECTOR

(a) What best describes your food distribution business type? TICK ONE BOX ONLY

- | | |
|---------------------------------------|---|
| Bakery | Service station |
| Butcher | Snack Bar / Kiosk |
| Chemist/Pharmacies | Club including sport club |
| Cafe | Supermarket |
| Canteen | Takeaway food business |
| Caterer | Temporary food business |
| Child care centre | Charitable / fund raising / community organisation |
| Delicatessen | Businesses serving at risk persons |
| Farm gate sales | Aged care facility (e.g. hostel, nursing home) |
| Fishmonger / Seafood | Hospital |
| Fruiterer / Green grocer | Home delivered meals to the elderly |
| Function centre | None of the above |
| Guesthouse / Best & Breakfast / Motel | OTHER including specialty shop |
| Mobile food vehicle | If OTHER or speciality food shop please specify business type below |
| Restaurant | _____ |

My business only manufactures low risk foods

Some or all foods manufactured by my business DO NOT have a Pathogen Reduction step

My business manufactures uncooked fermented manufactured comminuted processed or manufactured meat products (salami and similar uncooked meat products)

Notes on the Manufacturing Sector

The retail and food service sector is based on the type of business description. Within this group is a sub group defined as businesses serving at risk persons. These businesses will be classified as high priority. The category OTHER is also included for businesses not covered in the provided options.

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro-organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugarbased confectionery, alcohol and fats and oils. For the retail and food service sector **low risk food** also includes **whole** fruit and vegetables.

A **medium risk food** is a food that may contain pathogenic (potentially harmful) micro-organisms but will not normally support their growth due to food characteristics; or food that is unlikely to contain pathogenic micro-organisms due to food type or processing but may support formation of toxins or growth of pathogenic micro-organisms. Examples are cut fruit and vegetables, orange juice, canned meats, pasteurised milk, dairy products, ice cream, peanut butter and milkbased confectionery.

FOOD BUSINESS NOTIFICATION FORM

DISTRIBUTION BUSINESSES

(b) What best describes your food business type? TICK ONLY ONE BOX that represents the predominant description of the business

Importer

Food transport

Cold storage

Wholesale Distributor / Packer

Warehousing

None of the above

Other

My business only sells low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturers or suppliers original sealed packaging.

Yes

No

Notes on the Food Distribution Sector

Food transport includes general carriers that transport food.

Notification submitted by:

Position:

Signed:

Date:

PLEASE RETURN THIS FORM TO:

Environmental Health

City of Holdfast Bay

PO Box 19 — Brighton SA 5048

mail@holdfast.sa.gov.au or Fax 8298 4561

OFFICE USE ONLY

Notification received by:

Date of receipt:

Notification number

PIN:

VIR number

RM8 number

Property ID number
