



This document will help you plan your business prior to submission of your application, which will help us understand what you are trying to achieve. This will help to avoid unnecessary delays in the assessment and approval process.

What is the application process?

1. Prepare your business plan / gather the required documents
Refer to the attached checklists for the documents required to be submitted with your application. If you intend to manufacture food products for wholesale or retail sale, it's best to prepare a business plan. This helps us understand your business better! Your plan should show how you'll follow the Food Standards Code and Food Safety Standards, such as purchase of ingredients, preparation, storage and handling of fresh and frozen meals (if applicable), nutrition information and consumer instructions.
2. Arrange a meeting with an Environmental Health Officer (EHO)
Meet with us at our office prior to submission of your application. Make an appointment: Phone 9273 6000 or email mail@vincent.wa.gov.au <i>Note: The EHO's role is to assess compliance, not to provide consultancy or business advice. If you need help with aspects of your business plan, please contact a food safety consultant (search on Google).</i>
3. Submit your application
Email mail@vincent.wa.gov.au with the following (as one complete package): a) Food Business Notification / Registration – Kitchen Hire application form. b) This checklist c) Any required documents If you don't provide the required information, your food business assessment will be delayed.
4. We will check your application and begin the assessment
Once paperwork has been checked and accepted, it will be allocated to an EHO for assessment. They will be in contact to request further information if required and arrange an onsite appointment.
5. We will issue a registration certificate (if approved)
After meeting all the approval requirements and paying the fees, you will get a Food Act registration certificate.

If you have any questions about the above process, please contact us!

Phone 9273 6000 or email mail@vincent.wa.gov.au

CHECKLISTS: IMPORTANT INFORMATION

- **Checklist A:**
 - Applicable to **all food businesses** e.g. selling ready-to-eat food takeaway direct from premises and through delivery partners; preparation and storage for transport to other locations such as market stalls, vans, caterers; manufacturers
- **Checklist B:**
 - Applicable to all **manufacturing businesses** e.g. packaged/unpackaged foods (whether ready-to-eat or requires further processing by the customer) that may be sold wholesale or retail through another party such as a supermarket
 - Please read the following information:
 - [Thinking about starting a food manufacturing business](#)
 - [Assessment of businesses that manufacture food](#)
- Manufacturers will incur an additional manufacturers assessment fee to review recipes, labelling, nutrition information, shelf-life testing and other required documentation.

CHECKLIST A – All food businesses		✓
1	I have had a meeting with an Environmental Health Officer to discuss my business proposal. Environmental Health Officer name: _____ • <i>This allows us to vet applications prior to submission, to ensure suitability with the Perth Kitchen Hire premises.</i> • <i>The meeting will help you understand the food business approval requirements in order to reduce delays in the assessment process.</i> • <i>Please note that in some circumstances the PKH premises may not be suitable for your business, and you may have to find a more appropriate location (see number 2 below).</i>	☐
2	My business does not: • Make any allergen free claims on food products such as gluten or nut free* • Sell products directly to vulnerable populations (e.g. children or elderly)** • Advertise made to order products, except on days when a booking has been confirmed with Perth Kitchen Hire • Undertake high risk meat processing (e.g. game meats, uncooked comminuted fermented meat (such as salami), dried meats), wholesale supply** • Undertake dairy processing/manufacture (e.g. pasteurising milk, cheese, yoghurt, ice cream), wholesale supply** <i>* Due to the kitchen being shared with other food businesses, it cannot be guaranteed that contaminated from allergens will not occur.</i> <i>** These are all high-risk activities that are not permitted in this premises due to the shared nature and risk of contamination.</i>	☐
3	Individual ABN registration or ASIC company registration certificate We cannot register a business with an ABN listed as a Trustee as this is not a legal entity for the purpose of the Food Act. You must register as either an Individual or a Company (Pty Ltd). You can check your ABN or ACN number details before submission by visiting: https://abr.business.gov.au/ or https://connectonline.asic.gov.au/	☐

4	Proposed menu <i>Please include brief description of each menu items including prepared drinks.</i>	☐
5	Food safety training certificates/previous experience <i>Submit any qualifications/training certificates and details of relevant food business experience to assist in demonstrating suitable skills and knowledge in accordance with Food Safety Standard 3.2.2A.</i> NOTE: There are mandatory training requirements under the Food Act 2008: - Food safety supervisor certificate (Category 1 & 2 businesses). Click the link here for a list of registered training organisations that provide the Food Safety Supervisor Course. - Food handler training certificates – for any staff members handling food e.g. FoodSafe (use code FSVINCE353 to access free training) or I'm Alert	☐
6	Packaging <i>Please submit photos of all proposed packaging e.g. takeaway containers.</i> For information on packaging requirements visit the FSANZ website here .	☐
7	Cooling / reheating procedures <i>If you are cooking any food products that require cooling prior to being refrigerated/frozen for storage or you are reheating foods from refrigerated storage, please attach your written procedure to comply with the cooling and reheating requirements of the Food Safety Standards.</i>	☐
8	Transport of foods <i>Provide details of food transport vehicle/s such as a photos, any cold or hot storage equipment inside vehicle, temperature records, prevention of contamination methods, proposed maximum distances or delivery schedules/timetables.</i>	☐

CHECKLIST B – Additional requirements for Manufacturers		✓
1	Recipes, ingredients list and preparation methods <i>Submit detailed recipes, including full ingredient list and method of preparation including time and temperature control for each proposed food product.</i> Note: The Food Act protects information relating to manufacturing or commercial secrets that authorised officers obtain as an exercise of their powers under the Food Act, and it can only be disclosed for the purposes of the Food Act, as detailed in Section 142 of the Food Act.	☐
2	Food labels <i>If you are selling packaged food for sale, you must submit copies of your labels with the application for assessment.</i> Please see the Food Standards User Guides to Labelling Requirements under Food Standard Code Chapter 1.2 , particularly the Overview of Food Labelling guide.	☐
3	Shelf-life testing documentation (date marking) - Verification of your date markings is required to be undertaken by a NATA accredited laboratory. - This may take some time depending on the shelf stability of your products, so it is preferred that you do not submit your application until you have completed testing. - For long dated products you may be able to do month to month testing and date your products accordingly until the desired expiry date is achieved. Refer to our guide for further information: Shelf life and challenge testing of food products	☐
4	Food recall plan <i>If you are manufacturing food products you are required to have a food recall plan.</i> Visit the FSANZ Food Recalls website information on what this must contain. You can find out more and download a food recall template here .	☐