

FOOD BUSINESS REGISTRATION/NOTIFICATION FORM

KITCHEN HIRE PREMISES



CITY OF VINCENT

Food Act 2008 & Food Regulations 2009

BUSINESS DETAILS	
Food business trading name	
Kitchen hire premises name	
Address of premises	
Name of person in charge and title <i>(if different from registered proprietor)</i>	
How many full-time equivalent employees do you intend to employ? <i>(please tick the box that applies to your food business)</i>	<input type="checkbox"/> None (sole trader) <input type="checkbox"/> 20-199 (medium business) <input type="checkbox"/> 1-19 (small business) <input type="checkbox"/> 200+ (large business)
Details of any other associated food premises <i>(e.g. food vehicle / warehouse / restaurant / cafe)</i>	

PROPRIETOR DETAILS	
The Proprietor is either the individual/s (e.g. sole trader/partnership) or body corporate (e.g. proprietary limited company) legally responsible for the business. Please note that an ABN registered to a Trustee is not considered to be a legal entity for the purposes of the <i>Food Act 2008</i> .	
Proprietor name (legal entity)	
ABN / ACN	
Postal address	
Mobile number	
Email address	
Primary language spoken	
Second language spoken	

PRIMARY USE OF THE PREMISES

Please tick **one** box that best describes the premises. Where there is more than one type of use, select the main source of income and write the other types of use in the 'Secondary use of the premises' section below.

- | | | |
|--|---|---|
| <input type="checkbox"/> Caterer | <input type="checkbox"/> Club/Community group | <input type="checkbox"/> Manufacturer/processor |
| <input type="checkbox"/> Charitable organisation | <input type="checkbox"/> Home delivery | <input type="checkbox"/> Temporary Food Stall |
| <input type="checkbox"/> Packer | | |

SECONDARY USE OF THE PREMISES

(For example, if your primary use is home delivery, but you also operate a temporary food stall at events)

FOOD BUSINESS DESCRIPTION

Please write a brief description of the proposed food business, cuisine type, ancillary activities or any other relevant information in order for the City to complete an assessment.

FOOD TYPES THAT WILL BE PROVIDED

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

- | | |
|---|---|
| <input type="checkbox"/> Prepared, ready to eat 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 / ready to eat meats | <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"/> Soft drinks/juices |
| <input type="checkbox"/> Raw fruit and vegetables | <input type="checkbox"/> Processed fruit and vegetables |
| <input type="checkbox"/> Other (please detail): | |

BOOKING HOURS

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

NATURE OF BUSINESS

Please tick yes/no as appropriate to your business	Yes	No
Are you a small food business? <i>(‘Small food business’ is a business that employs less than 50 people in the manufacturing sector or less than 10 people in the food services sector)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is the food that you provide, produce or manufacture ready-to eat when sold to the customer? <i>(‘Ready to eat’ means food that is ordinarily consumed in the same state as in which it is sold)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you process the food that you produce or provide before sale or distribution? <i>(‘Process’ (in relation to food) is an activity conducted to prepare food for sale including chopping, cooking, drying, fermenting, heating, pasteurising, thawing and washing, or a combination of these activities)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you directly supply or manufacture food for organisations that cater to vulnerable persons ? <i>(‘Vulnerable persons’ are those listed in the Schedule to Standard 3.3.1 of the Australia New Zealand Food Standards Code)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you sell ready-to-eat food at a different location from where it is prepared? <i>(e.g. catering, temporary food stall)</i>	<input type="checkbox"/>	<input type="checkbox"/>

To be answered by manufacturing/processing businesses only	Yes	No
Do you manufacture or produce products that are not shelf stable? <i>(‘Shelf stable’ means non-perishable food with a shelf life of many months, to years)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture or produce fermented meat products such as salami?	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture or produce dairy products? (e.g. cheese, yoghurt, ice-cream)	<input type="checkbox"/>	<input type="checkbox"/>
Do you manufacture or produce ready to eat manufactured meats?	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION

List all food and drinks that will be produced / prepared, with the recipe and method of production attached separately.
Where is the food purchased or supplied from?
Is the food purchased or supplied on or before the day of the booking?
How and where is food stored before and after the booking? If food is stored within another Local Government, please provide their acknowledgement of notification.
How will potentially hazardous and perishable food be transported to the hire kitchen?
If the food is transported from the hire kitchen after the booking, how is it transported and for how long will it be transported? If potentially hazardous food is required to be transported it must be done under temperature control (below 5 degrees Celsius).

How is potentially hazardous food cooled prior to transport? Please detail the process including how time and temperature will be monitored.
How will you keep temperature records of potentially hazardous foods in storage and being transported (if applicable)?
Do you have a temperature measuring device?
Do you package any foods for sale? If yes, please detail the type of packaging used and provide a copy of the label. If your product requires date marking, please give details of how the dates have been verified.
List all storage facilities that have been booked at the hire kitchen (e.g. dry storage, fridges & freezer)
Do you have these storage facilities booked on a permanent basis, overnight or during booking times only? Please detail:
If you handle and prepare raw meat/s do you have access to the refrigerator for bottom shelf storage to prevent contamination of ready to eat foods?
What equipment do you bring to the hire kitchen and if so, where is it stored when not in use? If any equipment is stored within another Local Government, please provide their acknowledgement of notification.
What cleaning equipment and food grade sanitiser do you use to ensure food contact surfaces are clean and sanitised?

VEHICLE DETAILS

For **mobile food vehicles**, please provide the address at which the vehicle is normally garaged, and a copy of the Certificate of Registration issued by the relevant Local Government Authority and vehicle registration number:

Address	
Vehicle registration number	

TRAINING AND EXPERIENCE

Please provide details of food safety training qualifications for food handlers

Please provide details of food business supervisory experience for owner/manager

FOOD RECALL CONTACT

This person must be available for emergency contact regarding food safety and food recalls

Full name

Work phone

Mobile phone

Email address

REQUIRED ATTACHMENTS

Incomplete applications cannot be processed and will be returned to the applicant

A copy of the ABN registration or ASIC company registration

A proposed menu

Local Government acknowledgement of notification/Food Act Certificate
(if applicable if food or equipment such as a stall is stored elsewhere)

Evidence of food safety qualifications or statement of relevant food business experience

This is to assist in demonstrating suitable skills and knowledge in accordance with [Food Safety Standard 3.2.2](#)

REQUIRED FOR ASSESSMENT OF FOOD MANUFACTURERS / IMPORTERS:

Proposed process to manufacture each product including verification processes for critical food safety steps such as heat treatment and acidification (for manufacturers)

Detailed recipes, including full ingredient list and method of preparation including time and temperature control for each proposed food type. Manufacturing secrets and confidential processes are protected from disclosure under Section 142 of the Food Act 2008

Examples of labelling (for importers and manufacturers)

If you are selling packaged food, you must submit copies of your labels for review. Please see the Food Standards [User Guides](#) to Labelling Requirements under [Food Standard Code Chapter 1.2](#), particularly the [Overview of Food Labelling guide](#)

Evidence of shelf life testing (date marking for manufacturers)

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.

Food recall plan (for importers, distributors and manufacturers)

If you are manufacturing or importing food products you are legally required to have a food recall plan. Please visit [FSANZ Food Recalls](#) website information on what this must contain

Food safety plan

This is required for businesses that service or process ready to eat food to vulnerable people; for seafood businesses (primary production/processing); and for businesses producing manufactured and fermented meats. Please [visit FSANZ](#) for further information and guidance.

DECLARATION

I declare that the information contained in this application is true and correct, that I will notify the City's Health Services of any variation to details provided within this application prior to trading and the appropriate approvals from the City's Planning and Building Services sections have been obtained **prior** to lodging this application.

Further, I acknowledge that as I am utilising a share kitchen there may be additional food safety risks associated with sharing fixtures, fittings, equipment and storage facilities at the premises. As the proprietor of the Food Business I will implement measures, so far as practicable, to mitigate these risks. These risks include, but are not limited to:

- cleaning and sanitising of workstations pre-post use
- allergen cross contamination
- protecting food from contamination (processing, storage and transport).

Name of applicant(s)	
Position of applicant(s) <i>(In the case of a company, the signing officer must be a Director of the company or provide evidence of their delegated authority to sign)</i>	
Signature of applicant(s)	
Date	

NOTE:

- Incomplete applications that lack detail will not be accepted by the City.
- A final inspection will be required prior to the business commencing operation.

To submit your application please email this form to mail@vincent.wa.gov.au

FEEES

These fees are applicable for the 2024/2025 financial year. You will be sent an invoice for the appropriate fees.

Notification only	\$54.00
Notification & registration	\$215.00
Food safety program verification	\$343.00
Assessment of manufacturing premises	\$343.00

NOTE:

- Registered food businesses are routinely inspected by the City. Businesses are charged an assessment fee on each occasion, as and when these fall due. Please contact our Health Services at mail@vincent.wa.gov.au for further information.