



APPLICATION TO CONSTRUCT OR ALTER A FOOD BUSINESS

APPLICANT'S DETAILS

Applicant's Name:		
Postal Address:		
Telephone:	(Mobile):	Fax:
E-mail:		

FOOD BUSINESS DETAILS

Name of Proposed Food Business:	
Address of Food Business:	
Number of equivalent full time staff:	
ABN:	
Will the premises be connected to the Water Corporation sewer? Please circle: Yes / No If Yes please contact the Water Corporation on 13 13 95 to discuss grease trap and any other requirements in regard to connecting to sewer. If No please contact the City's Health Service on 9397 3000 to discuss onsite effluent disposal requirements.	
What type of Food Business is proposed:	<i>Please tick all that apply</i>
<input type="checkbox"/> Primary Production	<input type="checkbox"/> Hotel/motel/guesthouse/B&B
<input type="checkbox"/> Manufacturer/processor	<input type="checkbox"/> Pub/tavern
<input type="checkbox"/> Retailer	<input type="checkbox"/> Canteen/kitchen
<input type="checkbox"/> Food service	<input type="checkbox"/> Hospital/nursing home
<input type="checkbox"/> Distributor/importer	<input type="checkbox"/> Childcare centre
<input type="checkbox"/> Packer	<input type="checkbox"/> Home delivery
<input type="checkbox"/> Storage	<input type="checkbox"/> Temporary food premises
<input type="checkbox"/> Transport	<input type="checkbox"/> Mobile food operator
<input type="checkbox"/> Restaurant/café	<input type="checkbox"/> Market stall
<input type="checkbox"/> Snack bar/takeaway	<input type="checkbox"/> Charitable or community organisation
<input type="checkbox"/> Caterer	<input type="checkbox"/> Meals-on-wheels
<input type="checkbox"/> Other:	
Some low risk food handling activities may be permitted in residential kitchens, however more complex food processing activities will need to be undertaken in an approved purpose built commercial kitchen.	



Will the Food Business provide, produce or manufacture and of the following foods: *Please tick all that apply*

- Prepared, ready to eat table meals
- Frozen meals
- Raw meat, poultry or seafood (i.e. oysters)
- Processed meat, poultry or seafood
- Fermented meat products
- Meat pies, sausage rolls or hot dogs
- Sandwiches or rolls
- Soft drinks/juices/beverages
- Other:
- Raw fruit and vegetables
- Processed fruit and vegetables
- Confectionery
- Infant or baby foods
- Bread, pastries or cake
- Egg or egg products
- Dairy products
- Prepared salads

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

CHECKLIST FOR SUBMITTING PLANS

DETAILS	YES (please tick)
Your application must be accompanied with scaled plans and specifications which must include the following:	
The proposed floors plans, elevation plans and use of each room	
The structural finishes of every wall, floor and ceiling	
The position and type of every fitting and fixture	
If provided, the number of chairs for patrons	
Details of proposed sinks for hand washing, food preparation and dishwashing or dishwasher specifications	
All sanitary conveniences provided for staff and patrons, changes rooms, store rooms, ventilating systems, drains, grease traps and bin storage area	
Details of the mechanical exhaust system, if cooking is to take place in the food premise	



FEE DETAILS

FEE	AMOUNT
Construction and establishment of new Food Business	
High Risk	\$272
Medium Risk	\$272
Low Risk	\$157.50
Amended or refurbished Food Business	
High Risk	\$230.50
Medium Risk	\$230.50
Low Risk	\$115

DECLARATION:

I, the person making this application declare that:

- This Application Form is accompanied by the fees required by the table;.
- I have attached all required plans and specifications; and
- 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: _____

Further information can be obtained from the City's Health Service on 9397 3000.

NOTE: Should your Food Act 2008 application be approved, this does not remove the need to obtain all other necessary Planning and Building approvals prior to commencing work on your premises. Contact the City's Planning Services or Building Services on 9397 3000 for further information on their requirements.