

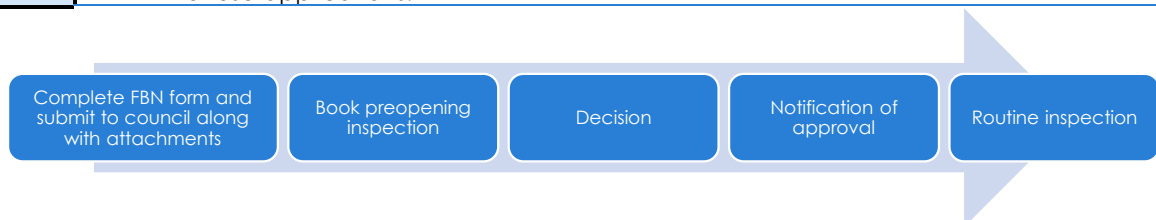
Food Business Notification Package


Food Business Notification Form: A food business is a business, enterprise or activity (other than a primary food production business) that involves the handling of food intended for sale, or sale of food. All food business regardless of nature (i.e. temporary stall holders or permanent or fixed business, mobile food van, commercial or charitable) and size (i.e. major food manufacturers or home based food business or school that holds fair once a year), have defined responsibility under the legislation to ensure the safety of food. One of the requirement of the Food Act 2001 is that food business operators must officially notify Council before commencing operation of their food business, or when ownership changes. This can be done by completing and submitting a food business notification form.

Note: This food 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.

Mandatory entry must be completed. Incomplete forms will not be approved. All new business and major alteration to the existing business must provide following attachments in-order to process you food business registration approval. Please tick the the boxes.

	1. Attach supporting evidence of Food Safety Supervisor qualifications
	2. Two (2) copies of a Site Plan, drawn to scale not less than 1:100, showing the food premises location, waste storage, car parking, staff and public toilet facilities and adjacent land uses (If applicable).
	3. Two (2) copies of a Floor Plan, drawn to scale not less than 1:50, showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises)
	4. Sink details should be provided, including the type of sink (single bowl, double bowl, triple bowl, wash hand basin, or cleaner's sink), and the dimensions (or the size and depth of the sink). The floor plan should also indicate the type of materials and finishes used on equipment, fixtures, fittings, floors, walls and ceiling (such as stainless steel or laminated work benches, walls and ceilings finished in a high gloss paint and ceramic tiled floor with epoxy grouting)
	5. Two (2) copies of a Sectional Elevation, drawn to scale not less than 1:50, showing a side-on view of the walls of the premises and should indicate the height of structures, benches, equipment and fixtures, including fixtures, fittings and equipment within cool rooms / freezer rooms
	6. Two (2) copies of a Hydraulic plan (plumbing and drainage plan), drawn to scale not less than 1:50, showing the location of water and sewage pipes and connection types and grease traps
	7. Documentation indicating Town Planning approval in the event of Material Change of Use applications.



FOOD BUSINESS NOTIFICATION FORM FOOD ACT 2001	Clare & Gilbert Valleys Council 4 Gleeson Street Clare SA 5453 Phone: 08 8842 6400 Email: development@CGVC.sa.gov.au			 CLARE & GILBERT VALLEYS COUNCIL
NOTIFICATION TYPE	New business	Existing business (Change of details)		
PART 1 FOOD BUSINESS OWNERSHIP DETAILS				
Name of proprietor (Mandatory entry)				
Note: If ownership is a partnership, provide the names of all partners				
ACN number (if applicable)				
Note: 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)	Line 1			
	Line 2			
	Suburb/ Town		Postcode	
Note: All written communications with the proprietor of a food business will be sent to this address.				
Contact details (Mandatory entry)	Business telepho ne			
Note: All written communications with the proprietor of a food business will be sent to this address.				
Mobile number				
Fax				
Email				
PART 2 BUSINESS LOCATION INFORMATION				
ABN number				
Note: 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

Note: This is a 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

Trading name of business

This is 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.

Address type
(tick one box only)

Street address for the business premises location

Where a mobile food vending business is permanently stationed

Where the mobile food vending/transport vehicle is normally garaged

Note: 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.

Business trading address
Street (not PO Box)

Line 1

Line 2

Suburb

Post code

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

Business information

Number of employees
handling food

Number of full time equivalent employees handling food (Mandatory entry)	
Example: Two full time employees plus three employees working half time would equal 3.5 full time equivalent employees. Only include those employees handling food.	
Date business commenced (Mandatory entry)	
Business description Note: Please provide a short description of the business and its operations.	

PART 3 FOOD BUSINESS SECTOR INFORMATION

Note: 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.

Business sector	Please tick one or more of the appropriate box(s) below to indicate the sector or sectors in which your business operates:
	<input type="checkbox"/> Manufacturing sector (go to page 4&5)
	<input type="checkbox"/> Retail and food service sector (go to page 5&6)
	<input type="checkbox"/> Distribution sector (go to page 6&7)

MANUFACTURING SECTOR

This food 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) microorganisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based 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 comminuted meat products are products such as salami and mettwurst that do not include cooking in the process of manufacture.

Type of food manufacture

a) Please tick the types of food manufactured by your business (Note: there may be more than one)

	Dairy products		Raw fish, shellfish and seafood
	Raw meat and poultry		Processed fish, shellfish and seafood
	Processed meat and poultry		Soft drinks/ non-alcoholic drinks/ juices
	Cooked and uncooked fermented meat products		Eggs or egg products
	Edible oils and oil products		Sugar and confectionery products (including chocolate) or honey
	Raw fruit and/or vegetables		Infant or baby foods
	Processed fruit and/or vegetables		Alcoholic drinks
	Cereal and flour products		Ice and water including spring water
	Bakery goods, bread, pastries cakes		Raw fish, shellfish and seafood
	Other (including mixed food) Please specify:		

b) Does your business only manufacture low risk foods?		Yes		No
c) Do all foods manufactured by your business have a Pathogen Reduction step?		Yes		No
d) Does your business manufacture uncooked fermented comminuted meat products (salami and similar uncooked meat products)?		Yes		No

RETAIL AND FOOD SERVICE 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, sugar-based 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 milk-based confectionery.

a) What best describes your business type? (tick only one box that represents the predominant description of the business)

	Bakery		Delicatessen		Club (including sport club)
	Butcher		Mobile food vending vehicle		Liquor store
	Chemist/pharmacy		Restaurant		Supermarket
	Café		Service Station		Takeaway food business
	Canteen		Snack bar/kiosk		Temporary food business
	Caterer		Guesthouse/bed and breakfast/motel		Farm gate sales
	Child care centre		Hotel/pub/travel		Stall
	Fishmonger/seafood		Mobile food vending vehicle		Charitable/fundraising/ community organisation
	Fruiterer/greengrocer		Function center		Other (Please specify)

Business serving at risk persons

	Age care facility/Nursing home		Hospital		
	Home delivered meals to the elderly		Day care/child care		

b) Does your business only sell low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturer's supplier's original sealed packaging?

Yes	No

DISTRIBUTION BUSINESS

Food transport includes general carriers that transport food.

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

	Importer		Wholesale distributor/ packer
	Food transport		Warehousing
	Cold storage		Other

If you selected '**other**' please specify below:

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b) Does your business only sell low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturer's supplier's original sealed packaging?	Yes	No

Vehicles details

How many vehicles do you use?

1. Vehicle type/make		Rego	
2. Vehicle type/make		Rego	
3. Vehicle type/make		Rego	

PART 4 NOMINATION OF FOOD SAFETY SUPERVISOR

Standard 3.2.2A - Food Safety Management Tools, requires category one and category two businesses to appoint a certified Food Safety Supervisor (FSS). An FSS must hold a certificate (or Statement of Attainment) issued by an RTO showing the required units of competency were completed within the last 5 years.

Food Safety Supervisor Name:	
Address:	
Business hours contact no:	

PART 5 DECLARATION AND AUTHORISATION

I declare, I have read and understand the information contained in this document and the information I have provided is accurate, to the best of my knowledge, at the time of submission. I am aware that incomplete forms will not receive approval.

Authorisation

Notification submitted by

Signed

For official use only

Notification received by

Date of receipt

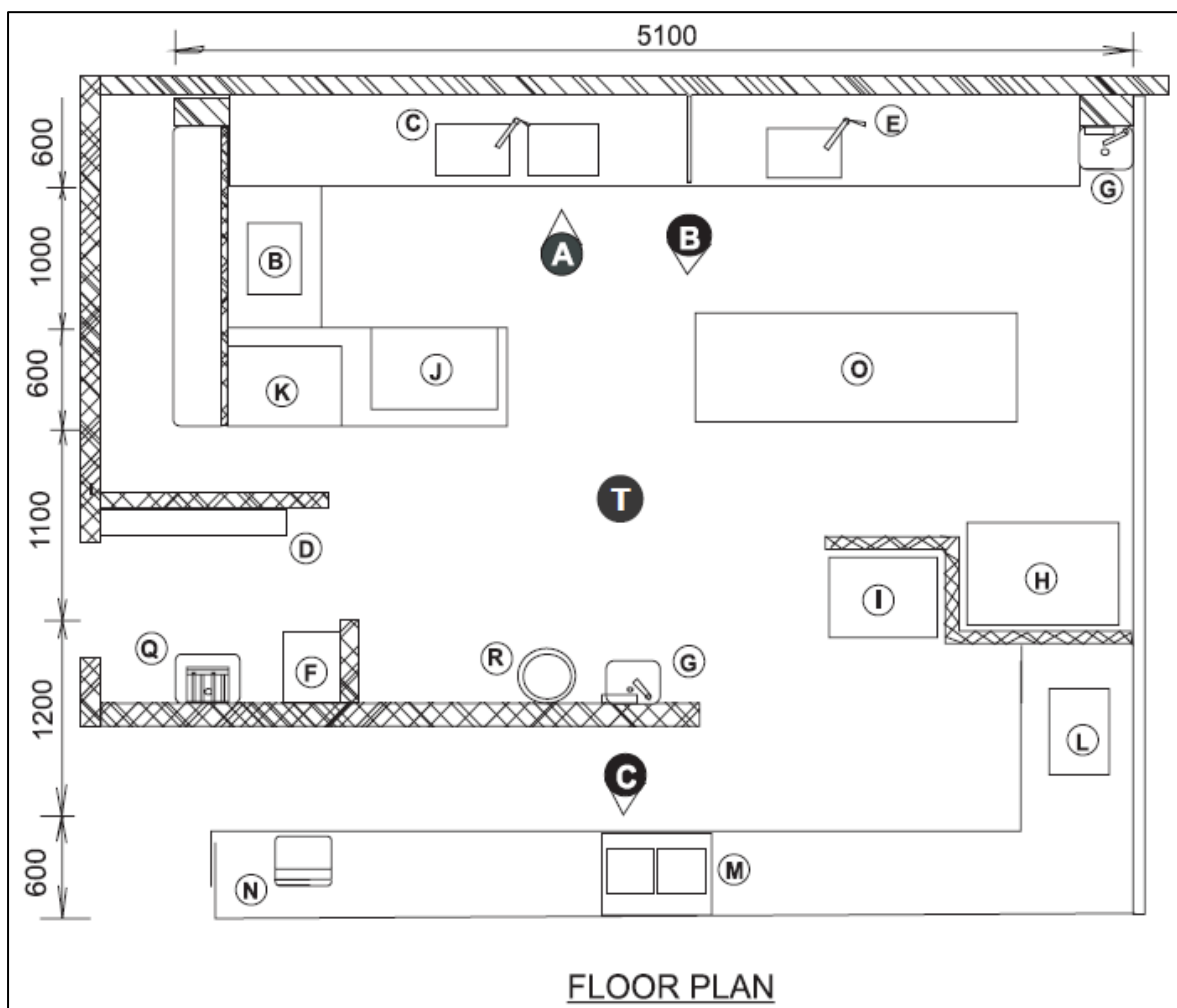
Fixed Food Premises Example Floor Plan

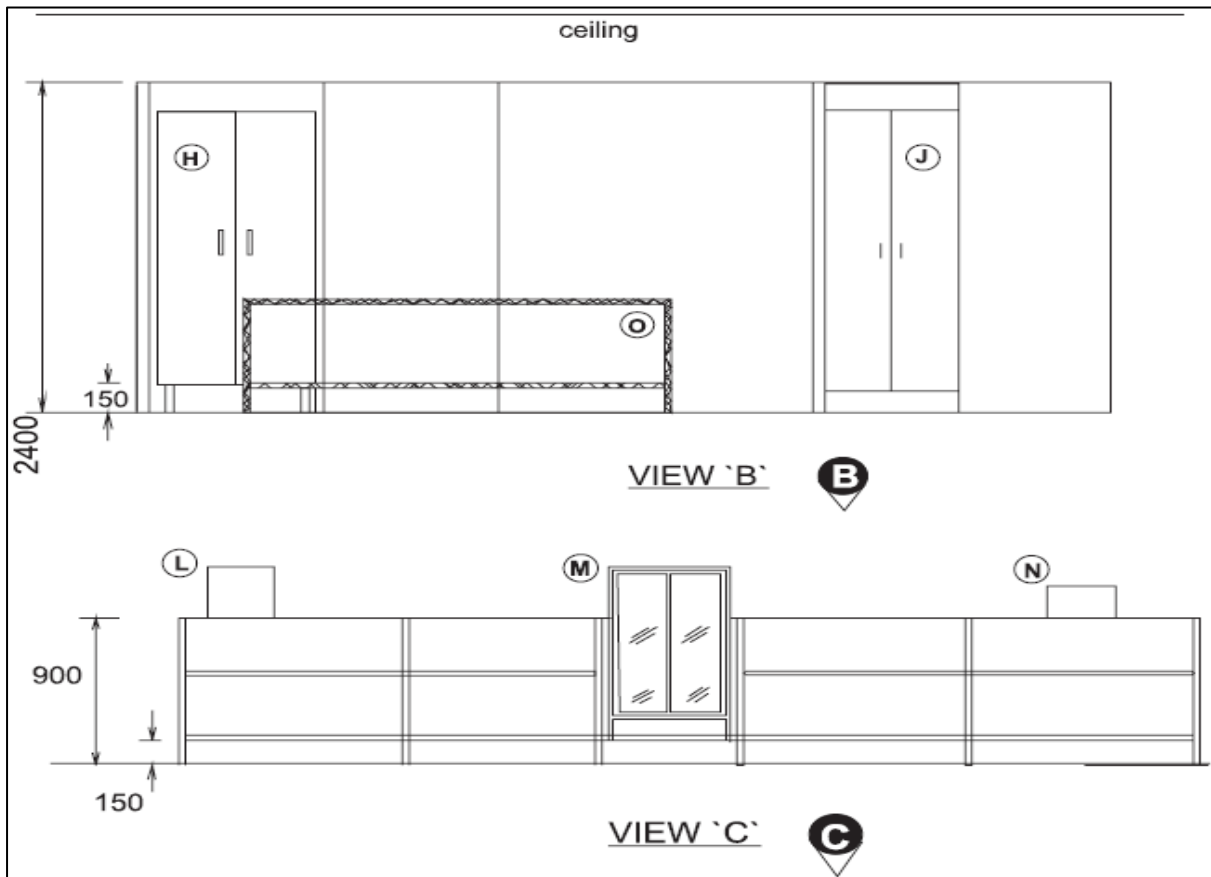
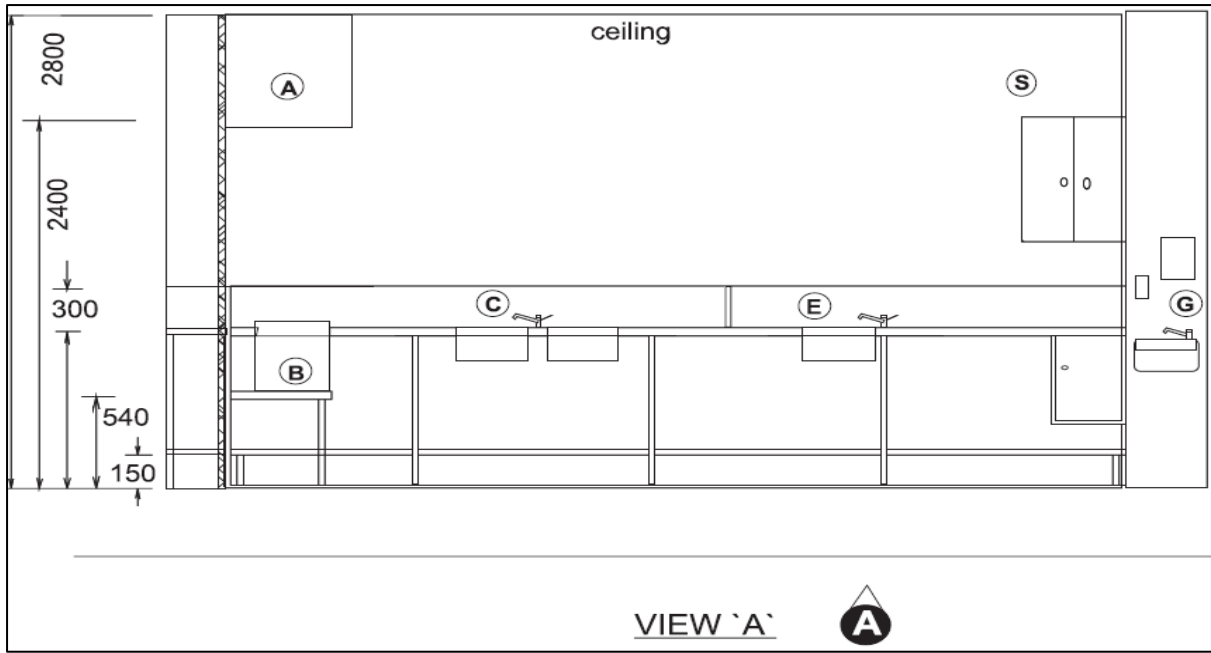
When applying for a Fixed Food Premises Licence you will be required to submit two (2) copies of a floor plan with your application. The floor plan must be drawn to scale (no less than 1:50) showing details of the layout of all equipment, fixtures and fittings in a bird's eye view (looking down on the premises).

Example plans and sectional elevation drawings

Legends:

A Mechanical exhaust	H Upright scope commercial refrigeration unit	O Stainless steel food preparation bench
B Fryer	I Scope upright drinks fridge	P General Waste bin
C Stainless steel	J Dry goods pantry	Q Cleaners sink
D Staff personal effects storage	K Commercial pie warmer	R Waste bin
E Stainless steel food preparation sink	L Coffee	S Storage cupboard
F Chemical storage unit	M Refrigerated display cabinet	T Floor waste drain
G Stainless steel hand wash basin 400mm by 500mm	N Cash register	





Floor: Ceramic tiles and coving to all walls.

Walls: Timber framing.

Wall Lining: 10mm plasterboard
gloss enamel finish.

Benches: Stainless steel bench and frame.

Front Counter: Laminex bench top.

Ceiling: Sealed plasterboard tiles
gloss enamel finish.

Plumbing: basin, knee operated mixer
tepid & cold, water sinks, lever mixer tap,
hot and cold water.

Backflow: Air gap to all tapware.

Prevention: Dual check valve to coffee machine