

New Food Business Registration Form

/Change of Ownership *Food Act 2008 (Section 110)*



**Shire of Derby /
West Kimberley**

New Food Business/New Ownership*

Minor Change of Details*

*Existing business name: _____

Part 1: Food Business Details

Name of Food Business:	ABN/CAN:
Company Name:	
Business Address:	Business Ph:
Name of Proprietor:	Proprietor Ph:
Proprietor Email:	
Postal Address:	
Name of Manager:	Manager Ph:
Manager Email:	
Number of full-time equivalent staff: (including yourself)	
If applicable: Details of food vehicle (make, model, registration plate):	
Address where Food Vehicle is garaged:	

Part 2: Details of Food Handling Activity

Description of use of premises (Please tick all boxes that apply)

Manufacturer/processor <input type="checkbox"/>	Restaurant/café <input type="checkbox"/>	Childcare centre <input type="checkbox"/>
Retailer <input type="checkbox"/>	Snack bar/takeaway <input type="checkbox"/>	Home delivery <input type="checkbox"/>
Food Service <input type="checkbox"/>	Caterer <input type="checkbox"/>	Temporary food premises <input type="checkbox"/>
Distributor/importer <input type="checkbox"/>	Hotel/motel/guesthouse	Mobile food operator <input type="checkbox"/>
Packer <input type="checkbox"/>	Pub/tavern <input type="checkbox"/>	Market stall <input type="checkbox"/>
Storage <input type="checkbox"/>	Canteen/kitchen <input type="checkbox"/>	Charitable or community organisation <input type="checkbox"/>
Transport <input type="checkbox"/>	Hospital/nursing home <input type="checkbox"/>	Meals-on-wheels <input type="checkbox"/>
Other <input type="checkbox"/>		

Please describe the type of business and the food handling activities:
(eg market stall, butcher, bakery, cafe, restaurant etc) (storage, preparation, cooking, refrigeration, transport etc):

Do you provide, produce or manufacture any of the following foods? (Please tick all boxes that apply)

Prepared, ready to eat ¹ table meals <input type="checkbox"/>	Frozen meals <input type="checkbox"/>	Raw meat, poultry or seafood (i.e. oysters) <input type="checkbox"/>
Processed meat, poultry or seafood <input type="checkbox"/>	Fermented meat products <input type="checkbox"/>	Raw fruit and vegetables <input type="checkbox"/>
Sandwiches or rolls <input type="checkbox"/>	Soft drinks/juices <input type="checkbox"/>	Infant or baby foods <input type="checkbox"/>
Processed fruit and vegetables <input type="checkbox"/>	Confectionary <input type="checkbox"/>	Dairy products <input type="checkbox"/>
Bread, pastries or cakes <input type="checkbox"/>	Egg or egg products <input type="checkbox"/>	
Prepared salads <input type="checkbox"/>	Meat pies, sausage rolls or hot dogs <input type="checkbox"/>	
Other <input type="checkbox"/>		

¹ 'Ready to eat' means food that is ordinarily consumed in the same state as in which it is sold

Hours of operation

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Part 3: Declaration

If you are a temporary or mobile food vendor, do you give permission for your contact details to be passed on to event organisers? YES NO

I, the undersigned, declare that the information contained in this application is true and correct.

Name:

Position:

Signature:

Date:

Part 4: Payment and Additional Information

Applicants must provide a copy of **current Public Liability Insurance** with this application (**mandatory**).

Applicants are also required to review **Food Safety Standard 3.2.2A** and determine whether their business is required to appoint a **Food Safety Supervisor**. Where a Food Safety Supervisor is required under the Standard, a copy of the **Food Safety Supervisor certificate** must be submitted with this application.

Additional documentation may also be submitted with this form, for example: Plans for the proposed food business showing food handling areas, appliances and equipment, including details of floor, wall and ceiling finishes.

Applications may be delayed if required documents are not provided.

Fees

As per the schedule of fees and charges on the Shires [website](#)

Payment options

In person: Cash, EFTPOS or credit card at the Shire administration, Monday to Friday, 8.00am – 4.30pm

Credit card: Payments can be made over the phone on 9091 0999

Lodging your registration form

In person: At either the Derby or Fitzroy Crossing Administration Office

By email: sdwk@sdwk.wa.gov.au

By post: PO Box 94, Derby WA 6728

Next Steps

Our customer service team will contact you to arrange payment of the application fee. Once payment is complete, an Environmental Health Officer will schedule an inspection of the premises.

Following the inspection, if the business is approved, a food business registration certificate will be issued. Subsequently, you will receive an invoice for the annual inspection fees (refer to the schedule of fees and charges on the Shire's website).

Please note that it is the responsibility of the food business to comply with all other legislative requirements, including building and planning legislation. This may require separate applications to be lodged with the Shire. For more information on building and planning requirements, please contact the Shire at 9091 0999.

New Food Safety Standard 3.2.2A

This new Standard aims to improve food safety and reduce the rate of food-borne illnesses linked to poor handling of food in certain types of food service, catering and retail businesses.

The new Standard will place an obligation on most food businesses to ensure that food handling staff undertake food handler training and appoint at least one trained food safety supervisor. Most food businesses that process unpackaged potentially hazardous ready-to-eat food will also be required to maintain records relating to specific food business activities.

The Shire will continue to offer its online food [Food Safety Training](#). This training program is suitable to meet the training requirements of Standard 3.2.2A for food handlers.

Separate training is required for the appointed food safety supervisors. The [WA Department of Health website](#) contains a list of online training providers.

Further information on the requirements of the new Standard, and the types of food business that are impacted, is available on the [WA Department of Health website](#). This includes information provided in other languages.