



Food Act 2008 Notification/Registration Form

Proprietor/Business details (details of the Sole Trader/ Partnership or Company legally responsible for the business. Please note that Trusts are not considered to be legal entities)

Proprietor Name:		
Postal Address:		
ABN:		
Phone:	A/H:	Fax:
Email:		
Primary language spoken:	Number of equivalent full time staff:	

Premises details (details of the food business. For food vehicles and temporary food businesses please provide details of where the vehicle/equipment is garaged/stored).

Trading Name:
Street Address of Premises:
Phone:
Email:
Name of person in charge and title (if different from proprietor):
Details of food vehicle (make, model, registration plate):
Details of any associated premises:

Derby

(08) 9191 0999 | 30 Loch Street
sdwk@sdwk.wa.gov.au | PO Box 94, Derby WA 6728

Fitzroy Crossing

(08) 9191 5355 | Flynn Drive
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Shire of Derby / West Kimberley

Description of use of premises

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

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

Please provide more details about your type of business

(For example: butcher, bakery, seafood processor, soft drink manufacturer, milk vendor, service station. If business is a catering business, please provide maximum patrons estimate)

Do you provide, produce or manufacture any of the following foods?

Please tick **all** boxes that apply

- | | |
|--|---|
| ☐ Prepared, ready to eat ¹ table meals | ☐ Confectionary |
| ☐ Frozen meals | ☐ Infant or baby foods |
| ☐ Raw meat, poultry or seafood (i.e. oysters) | ☐ Bread, pastries or cakes |
| ☐ Processed meat, poultry or seafood | ☐ Egg or egg products |
| ☐ Fermented meat products | ☐ Dairy products |

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

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- ☐ Meat pies, sausage rolls or hot dogs
- ☐ Sandwiches or rolls
- ☐ Soft drinks/juices
- ☐ Raw fruit and vegetables
- ☐ Processed fruit and vegetables
- ☐ Prepared salads
- ☐ Other:

Nature of food business

	Yes	No
Are you a small business ² ?		
Is the food that you provide, produce or manufacture ready-to-eat when sold to the customer?		
Do you process the food that you produce or provide before sale or distribution?		
Do you directly supply or manufacturer food for organisations that cater to vulnerable persons ³ ?		
To be answered by manufacturing/processing businesses only:		
Do you manufacture or produce products that are not shelf stable?		
Do you manufacture or produce fermented meat products such as salami?		
To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):		
Do you sell ready-to-eat food at a different location from where it is prepared?		

² Is a business that employs less than 50 people in the 'manufacturing sector' or less than 10 people in the 'food services' sector

³ Standard 3.3.1 *Australia New Zealand Food Standards Code*

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Hours of operation:

Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	
Thursday			

Recall contact:

First name			
Last name			
Phone		A/H:	Fax:
Email			

Declaration:

I, the person making this application declare that:

- 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: _____

Lodging your Application:

In Person: Shire of Derby West-Kimberley Administration Building, 30 Loch Street Derby WA

By Mail: P O Box 94 Derby WA 6728

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

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Shire of Derby / West Kimberley

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If you choose not to provide the requested information, we may be unable to process your request.

To see our full collection notice and privacy statement visit www.sdwk.wa.gov.au. To request access to your personal information please contact the Corporate Services Team via email at sdwk@sdwk.wa.gov.au or phone (08) 9191 0999.

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