

## APPLICATION TO CONSTRUCT OR ALTER A FOOD BUSINESS

<b>Applicant's Details:</b>			
Applicant's Name:			
Mail Address:	Street Address:		
	Suburb:	Post Code	
Phone:	Mob:	Fax:	
Email			

<b>Food Business Details:</b>			
Name of food premises:			
Business	Street Address:		
Address:	Suburb:	Post Code	
Estimated number of equivalent full time staff:			
Will the premises be connected to the Water Corporation Sewer? <span style="float: right;">please circle      Yes / No</span>			
What type of food business is proposed?		<i>Please tick all boxes that apply (there may be more than one)</i>	
<input type="checkbox"/> Manufacturer/processor	<input type="checkbox"/> Hotel/motel/guesthouse		
<input type="checkbox"/> Retailer	<input type="checkbox"/> Pub/tavern		
<input type="checkbox"/> Food Service	<input type="checkbox"/> Canteen/kitchen		
<input type="checkbox"/> Distributor/importer	<input type="checkbox"/> Hospital/nursing home		
<input type="checkbox"/> Packer	<input type="checkbox"/> Childcare centre		
<input type="checkbox"/> Storage	<input type="checkbox"/> Home delivery		
<input type="checkbox"/> Transport	<input type="checkbox"/> Temporary food premises		
<input type="checkbox"/> Restaurant/café	<input type="checkbox"/> Mobile food operator		
<input type="checkbox"/> Snack bar/takeaway	<input type="checkbox"/> Market stall		
<input type="checkbox"/> Caterer	<input type="checkbox"/> Charitable or community organisation		
<input type="checkbox"/> Meals-on-wheels	<input type="checkbox"/> Other		
		.....	
Will the food business provide, produce or manufacture any of the following foods? <i>Please tick all boxes that apply (there may be more than one)</i>			
<input type="checkbox"/> Prepared, ready to eat <sup>1</sup> 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	<input type="checkbox"/> Dairy products		
<input type="checkbox"/> Meat pies, sausage rolls or hot dogs	<input type="checkbox"/> Prepared salads		
<input type="checkbox"/> Soft drinks/juices	<input type="checkbox"/> Sandwiches or rolls		
<input type="checkbox"/> Raw fruit and vegetables	<input type="checkbox"/> Other:		
<input type="checkbox"/> Processed <sup>2</sup> fruit and vegetables		.....	
Notes:	<sup>1</sup> Ready-to-eat food – food that is ordinarily consumed in the same state as in which it is sold <sup>2</sup> Process - activity conducted to prepare food for sale; including chopping, cooking, drying, fermenting, heating, pasteurising, or a combination of these		

APPLICATION TO CONSTRUCT A FOOD PREMISES

IF YOU DO NOT INCLUDE ALL REQUIRED SUPPORTING INFORMATION ASSESSMENT OF YOUR APPLICATION MAY BE DELAYED.

In support of this application I hereby submit scaled plans and specifications including:

- the proposed floor plan 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, number of chairs for patrons
- details of proposed sinks for hand washing, food preparation and dish washing or dishwasher specifications
- all sanitary conveniences provided for staff and patrons, change rooms, storerooms, ventilating systems, drains, grease traps and provision for waste disposal; and,

Information to assist you on the fit-out requirements for your food premises may be found in the Town of Cottesloe publication "A Guide to the Construction of Food Businesses", and also in AS 4674-2004, entitled "Design, construction and fit-out of food premises".

**Application Fees** (tick relevant fee)

Construction of a New Food Business Premises:

- |   |          |
|---|----------|
| <input type="checkbox"/> Application to Construct a High or Medium Risk Food Premises | \$545.00 |
| <input type="checkbox"/> Application to Construct a Low Risk Food Premises            | \$245.00 |
| <input type="checkbox"/> Application to Construct a Very Low Risk Food Premises       | \$0.00   |

Alterations to an Existing Food Business Premises:

- |   |          |
|---|----------|
| <input type="checkbox"/> Alterations to an Existing High or Medium Risk Food Premises | \$545.00 |
| <input type="checkbox"/> Alterations to an Existing Low Risk Food Premises            | \$245.00 |
| <input type="checkbox"/> Alterations to an Existing Very Low Risk Food Premises       | \$0.00   |

Declaration:

I, the person making this application declare that:

- This application form is accompanied by the fees required by the table above;
- 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: \_\_\_\_\_

*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. Please contact Planning Services and/or Building Services on 9285 5000 for further information on their requirements.*