

**FOOD ACT 2008**

**APPLICATION TO CONSTRUCT OR ALTER A FOOD BUSINESS**

Applicant's Name:		
Postal Address:	Street Address:	
	Suburb:	Post Code
Phone:	Mob:	
Email:		

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? please circle Yes / No

What type of food business is proposed? *Please tick all boxes that apply (there may be more than one)*

- |   |   |
|---|---|
| <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?

- |  |  |
|--|--|
| <input type="checkbox"/> Prepared, ready-to-eat <sup>1</sup> table meals | <input type="checkbox"/> Processed <sup>2</sup> fruit and vegetables |
| <input type="checkbox"/> Frozen meals                                    | <input type="checkbox"/> Confectionery                               |
| <input type="checkbox"/> Raw meat, poultry or seafood                    | <input type="checkbox"/> Infant or baby foods                        |
| <input type="checkbox"/> Processed meat, poultry or seafood              | <input type="checkbox"/> Bread, pastries or cakes                    |
| <input type="checkbox"/> Fermented meat products                         | <input type="checkbox"/> Egg or egg products                         |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs            | <input type="checkbox"/> Dairy Products                              |
| <input type="checkbox"/> Sandwiches or rolls                             | <input type="checkbox"/> Prepared Salads                             |
| <input type="checkbox"/> Soft Drinks/juices                              | <input type="checkbox"/> Other _____                                 |
| <input type="checkbox"/> Raw 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

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 tables and 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, cool rooms and dry storerooms, ventilating systems, drains, grease traps and provision for waste disposal.

*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". The food premises must comply with the requirements of Food Safety Standard 3.2.3.*

**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.