



**FOR OFFICE USE ONLY**

Food Registration No:

Receipt No:

Date:

PID:

## Food Business Application Form

*Food Act 2003  
Sections 84, 87, 89*

### Application for Notification, or Registration of a Food Business

*For help completing this form, please contact your local council's Environmental Health Officer*

#### **PART 1: TYPE OF APPLICATION**

I am notifying my intention to operate a food business (s84); or  
I am applying to register a food business (s87)

#### **PART 2: DURATION OF BUSINESS**

The food business is a one-off event  
The food business is an ongoing business

#### **PART 3: TYPE OF BUSINESS**

The food business is mobile food business  
The food business will operate from fixed premises

#### **PART 4: FOOD BUSINESS PROPRIETOR'S DETAILS**

Applicant's Full Name (name of the individual or company that will carry on the food business)

ABN / ACN

Date of Birth (for non-ABN/ACN holders)

Business Address

Postal Address (if different from business address)

Business Phone Number/Mobile

Email Address

## PART 5: FOOD BUSINESS DETAILS

Trading Name

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On-site Contact (if different from applicant)

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Phone number

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Email Address (on-site contact)

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Hours of Operation:

Monday:	Tuesday:	Wednesday:	Thursday:
Friday:	Saturday:	Sunday:	

**For Mobile Food Businesses:**

Vehicle registration number (if applicable):			
Address where vehicle is garaged, or equipment is stored:			
Proposed start date of trading			

**For 'one off' or event specific Registration (single or multi-day event):**

Trading Name of Stall			
Event Name			
Location of Event			
Date/s of operation			
Time of operation			

## PART 6: FOOD AND FOOD HANDLING ACTIVITIES

List the types of foods to be sold (please attach details if insufficient space, a menu or product list may suffice):

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Types of food handling activities or processes to be used:

No Processing Cooking Cooling Reheating Hot-holding /Cold-holding	Cook-chill / sous vide Vitamising Packaging / Repacking / Labelling Vacuum packing Preparation in advance (>4 hours) Other (specify):
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## PART 7: FOOD BUSINESS LAYOUT – MOBILE FOOD BUSINESS

For mobile food businesses: please attach an A4 plan or photographs clearly depicting the layout of your vehicle, cart, tent, booth or other mobile structure. Refer to the Guidelines for Mobile Food Businesses for more information.

How is food transported to the event/site?	Supplier Esky with ice bricks	Refrigerated vehicle Wrapped/lidded containers	Insulated vehicle Other
How will temperature control of potentially hazardous foods be met?	Refrigerator Bainmarie Other	Esky with ice bricks Pie warmer	Cool room Cooked to order
How will temperatures be monitored during the event/market?	Digital thermometer	Probe thermometers	Shelf thermometers
How will utensils and equipment be cleaned/ sanitised during the event/market?	Portable sink Buckets of hot water	Kitchen nearby (please identify location on site plan) Taken home (please demonstrate there will be adequate clean utensils for the duration of the event)	
Do you have access to hand washing facilities and how is this done?	Yes à please provide details and provide location on the site plan No à it is a requirement that food stalls have hand washing facilities. Please review your operating procedures and include hand washing facilities.		
How is waste water managed during the event?	Sewer outlet at registered premises Other	Waste dump tank	Liquid waste holding tank

## PART 8: FOOD PREPARATION & STORAGE – MOBILE FOOD BUSINESS

If any food sold from a mobile food business is to be prepared and/or stored at another location not mentioned above, please provide details, including the address of any premises where food is to be stored or prepared. Attach details if insufficient space:

## PART 9: APPLICANT DECLARATION

I declare that the information provided on this form is true and correct.

I understand and agree that information on this form, and about the business and its on-going operation, may be shared between Authorised Officers, councils, and other jurisdictions to assess this application and the business' compliance with the *Food Act 2003*.

I understand that this application will be assessed on the information provided that this it is my responsibility to inform Council of any changes. Not doing so may result in a breach of the *Food Act 2003*.

I understand that under the *Food Act 2003* Council has a responsibility to ensure safe food handling and sale. Council may inspect any premises associated with the production/sale of food for the registered business. This includes, but is not limited to the premises, vehicles and event stalls. I understand that Council is not required to provide notice of any inspections.

I consent to receiving communications about this application in electronic form.

Applicant Name

Applicant Signature

Date

In the event that this application is approved and registration granted, the registration will be valid only for the information provided in this application.

### Personal Information Protection Statement

The personal information requested on this form is being collected by the Council for the purpose(s) of processing applications under the *Food Act 2003* and will be used for the primary purpose or directly related purposes.

The intended recipient of the information is Council. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in non-progression of this application. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and you may make application for access or amendment to your information in writing to the General Manager, PO Box 210, Huonville 7109. You may be charged a fee for this service.



## HOME KITCHEN ASSESSMENT FORM

The additional information from this form will be used to determine if the proposed food business is able to operate in accordance with Australian Food Standards Code using a home kitchen. The above Food Business Application Form must also be completed.

A home kitchen is more likely to be approved for making shelf stable foods such as biscuits, cakes, confectionery, jams, relishes, than for making food that requires refrigeration or hot holding. Approval for shelf stable foods is usually a once off approval rather than an ongoing annual registration.

Once your application has been assessed and approved, you will be invoiced for either a once off notification or an ongoing annual registration, depending on how your food business is classified. Once the invoice has been paid, you will be issued with an approval letter or a food business registration certificate.

Answer the questions below to demonstrate that you understand how to safely make food for sale in a home kitchen.

It is recommended that you complete the DoFoodSafely online food safety course before completing the below questions. Completing this course is also a requirement of the home kitchen assessment process. [Home - DoFoodSafely \(health.vic.gov.au\)](http://health.vic.gov.au)

Photographs of your home kitchen must also be provided with this application. These must include all food preparation areas and sinks, along with the floor, walls, and ceiling in the kitchen area. This will usually be about 6 photos.

If you are selling pre-packaged food, you will need to include examples of your labels with your application. More information on labelling can be found below.

There is also information below to assess if a planning permit is required to operate a food business from your home.

Complete the checklist on the last page to ensure all the relevant information has been provided to assess your application.

If you have any questions about this process, please call 6264 0300 and ask to speak to an Environmental Health Officer.



# HUON VALLEY COUNCIL

40 Main Street, Huonville  
PO Box 210, Huonville 7109  
hvc@huonvalley.tas.gov.au  
ph: (03) 6264 0300  
ABN: 77 602 207 026

## Applicant Contact Details

Name:	Phone:	
Address:		
Town:	Postcode:	Email:

List all food items that will be prepared in the home kitchen. Include a brief description of how they are made, similar to recipe instructions.



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## HOME KITCHEN FOOD SAFETY QUESTIONS

What measures will be taken to ensure the kitchen is clean and sanitary prior to a session of preparing food for sale?

What measures will be taken to prevent domestic activities at the premises from contaminating food while it is being prepared for sale?

How will food be protected from contamination during storage and transport prior to being offered for sale?

How will ingredients used for preparing food for the business be kept separate from general household food and ingredients?



## BASIC LABELLING INFORMATION

Labelling of packaged food is a requirement of the Australian New Zealand Food Standards Code, which is a national code which governs and stipulates the requirements for all foods sold in Australia and New Zealand. Detailed information on labelling requirements can be found on the Food Standards Australia New Zealand(FSANZ) website - <http://www.foodstandards.gov.au>

### LABELLING EXEMPTIONS

**(1)** The following foods are exempt from the usual labelling requirements as detailed in section (2) but information including the name of the food and list of all ingredients must be displayed on or in connection with the display of the food, or, provided to the purchaser upon request;

**(a) Food packaged in the presence of the purchaser.**

**(b) Food delivered packaged and ready for consumption at the order of the purchaser.**

**(c) Food sold at fund raising events.**

### REQUIRED DETAILS FOR LABELS

**(2)** The label on all other foods packaged for retail sale must display the following information.

- **The name of the food**
- **Batch identification**
- **Name and address of supplier/manufacturer (PO Box is not acceptable)**
- **Every ingredient in the food by its common name. Ingredients are to be listed in descending order of ingoing weight.**
- **Best Before date** (Where the food is no longer marketable and will not retain its quality)
- **Nutritional Information Panel** (Please refer to the FSANZ website for information on how to produce Nutrition Information Panels). [Nutrition Panel Calculator \(foodstandards.gov.au\)](http://www.foodstandards.gov.au)
- **Declared Allergens** (Please refer to the FSANZ website for information on declared allergens in labelling). [Allergen labelling \(foodstandards.gov.au\)](http://www.foodstandards.gov.au)



## PLANNING REQUIREMENTS

To ensure compliance with planning regulations without requiring an application for a planning permit, your home business activity must comply with the provisions / definitions of a Home Occupation as stated below;

- (a) no more than 40m<sup>2</sup> of floor area of the dwelling is used for non-residential purposes;
- (b) the person conducting the home occupation normally uses the dwelling as their principal place of residence;
- (c) it does not involve employment of persons other than a resident;
- (d) there is no more than the occasional visitor to the site for non-residential purposes;
- (e) any load on a utility is no greater than for a domestic use;
- (f) there is no activity that causes electrical interference to other land;
- (g) there is, on the site, no storage of hazardous materials;
- (h) there is, on the site, no display of goods for sale;
- (i) there is, on the site, no advertising of the home occupation other than 1 sign (non-illuminated) not exceeding 0.2m<sup>2</sup> in area;
- (j) there is, on the site, no refuelling, servicing or repair of vehicles not owned by a resident;
- (k) not more than 1 commercial vehicle is on the site at any one time and no commercial vehicle on the site exceeds 2 tonnes; and
- (l) any vehicle used for non-residential purposes is parked on the site.

**Does your proposed food operation meet the above requirements to be classified as a Home Occupation?**

**YES            NO**

If you wish to increase the scale of your business beyond these parameters, please contact Council on 6264 0300 and ask to speak to a Planning Officer.



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## ADDITIONAL INFORMATION CHECKLIST

Photographs of home kitchen included with the application:

Provide description of food items that will be manufactured for sale:

Answer the Home Kitchen Food Safety questions:

Complete the DoFoodSafely online food safety training and include a copy of certificate of completion in the application:

Read the above information on labelling requirements and include examples of any required labels for your products in the application:

Read and acknowledge the above information on planning requirements regarding operating a business from your home residence:

I understand that a home kitchen must not be used to prepare food for sale if a resident at the house has had symptoms of gastroenteritis such as vomiting or diarrhea, during the previous 48 hours: