

Food Business Notification Form

This Food Business Notification form is designed for a single business location. Where a food business sells food from multiple locations a separate form must be completed for each location.

Information to assist you complete the food business ownership and business location details can be found on page 2.

Part 1 - Food Business Ownership Details

Name of the Proprietor	
ACN Number	
Mailing Address	
Street /Postal address Line 1	
Line 2	
Suburb/Town:	Post code
Contact Business Telephone:	
Mobile Phone:	
Fax number	
Email	

Part 2 - Business Location Information

ABN Number	
Registered Business Name	
Trading name of business	
Street address Line 1 (Not a PO box)	
Line 2	
Suburb/Town:	Post code
Address type	<input type="checkbox"/> Street address for the business premise location <input type="checkbox"/> Where a mobile food vending business is permanently stationed for business <input type="checkbox"/> Where the mobile food vending/ transport vehicle is normally garaged)
Tick one box only	
Number of Employees handling food	
Number of full time equivalent employees handling food (example: Two fulltime employees plus three employees working half time would equal 3.5 full time equivalent employees)	
Date business commenced	
Please provide a short description of the business and its operation _____	

Notes on completing the Food Business Ownership Details (Page 1)

Proprietor name: Mandatory entry

ACN: The Australian Company Number (ACN) applies to Companies registered with the Australian Securities and Investments Commission (ASIC). The ACN is mandatory if your business is a company. A company can be a Proprietary Limited (Pty Ltd) Unlimited Proprietary (Pty) Limited (Ltd) or No Liability (NL)

Mailing address: Mandatory entry. All written communications with the proprietor of a food business will be sent to this address.

Business telephone: Mandatory entry. All phone communications with the proprietor of a food business will be to this number. A mobile, fax or email contact is optional.

Notes on completing Business location information (Page 1)

The address information in this section relates to information about the business location. This may be different to the business owner address information.

ABN: Optional entry if the business is not required to have an ABN. All businesses with an annual turnover of \$50 000 or non-profit organisations with an annual turnover of \$100 000 require an ABN. Organisations with a lower annual turnover may choose to register for an ABN. Contact the Australian Taxation office for information on applying for an ABN. Phone 13 28 61.

Registered business name: Mandatory entry if you trade other than under your own personal name. If the food business has been registered under the National Corporations Act 2001 administered by the Australian Securities & Investments Commission (ASIC), then the registered company name should be entered here. If the food business has been registered under state or territory legislation and not under the National Corporations Act 2001, then that registered business name should be entered here. If you are unsure if you are legally required to have a registered business name contact the Office of Consumer and Business Affairs on (08) 8204 9779

Common trading name: Required if the business does not have a registered business name. If a business name is not registered, indicate the name under which the business is known or operates.

Business location address: Mandatory entry. The business location address must be a street address not a post office box or similar postal address

Address type: Mandatory entry. A business will select one of the 3 options. A street address indicates a business such as a retail shop, factory, food transport depot or similar permanent premises. Two options are provided for mobile food vending / transport vehicles. For mobile vehicles stationed at a permanent location such as a pie cart operating from a leased site select the second option. A business operating a mobile vehicle such as an ice-cream van or a food transport vehicle delivering food would tick the third option to show the address where the vehicle is normally garaged.

Numbers of employees and number of full time equivalent (FTE) employees: Mandatory entries. Include only those employees handling food.

Date commenced: Mandatory entry. The date when the business began at this location. If an exact date is not known provide the year.

Part 3 continued on the next page

Part 3 - Food Business Sector Information

The following food business sector questions are mandatory. Businesses will be categorised under three sectors - manufacturing, retail & food service and distribution. It is possible for a business to select more than one sector. For example a large bakery manufacturing products primarily for wholesale may also have a retail outlet on the same site. In this case both the manufacturing sector and retail and food service sector would be selected. Alternatively a bakery predominately operating as a retailer should tick the retail and food service sector not the manufacturing sector.

Please tick **one or more** of the appropriate box(s) below to indicate the sector or sectors in which your business operates. **Then go to the page indicated to complete questions for each sector ticked.**

- | | | |
|---|--|---|
| <input type="checkbox"/> Manufacturing Sector
This page below | <input type="checkbox"/> Retail and Food Service Sector
Page 4 | <input type="checkbox"/> Distribution Sector
Page 5 |
|---|--|---|

MANUFACTURING SECTOR (See notes below)

(a) Please tick the types of food manufactured by your business (MAYBE MORE THAN ONE)

- | | |
|--|--|
| <input type="checkbox"/> Dairy products | <input type="checkbox"/> Raw fish, shellfish and seafood |
| <input type="checkbox"/> Raw meat and poultry | <input type="checkbox"/> Processed fish, shellfish and seafood |
| <input type="checkbox"/> Processed meat and poultry | <input type="checkbox"/> Soft drinks /non alcoholic drinks /juices |
| <input type="checkbox"/> Cooked & uncooked fermented meat products | <input type="checkbox"/> Egg or egg products |
| <input type="checkbox"/> Edible oils and oil products | <input type="checkbox"/> Sugar products, confectionery including chocolate products or honey |
| <input type="checkbox"/> Raw fruit and/or vegetables | <input type="checkbox"/> Infant or baby foods |
| <input type="checkbox"/> Processed fruit and/or vegetables | <input type="checkbox"/> Alcoholic drinks |
| <input type="checkbox"/> Cereal and flour products | <input type="checkbox"/> Ice and water including spring water |
| <input type="checkbox"/> Bakery goods, bread, pastries, cakes | <input type="checkbox"/> OTHER including mixed foods (specify below) |

If OTHER please specify business type _____

-
- (b)** Does your business only manufacture low risk foods Yes No
- (c)** Do all foods manufactured by your business have a Pathogen Reduction step Yes No
- (d)** Does your business manufacture uncooked fermented comminuted meat products (salami and similar uncooked meat products) Yes No

Notes on the Manufacturing Sector

This food sector is subdivided into broad categories based on the type of food produced. There is an option for OTHER to cover a food type that does not fit into one of the defined food categories. A food business **may choose more than one** category of food.

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils.

A pathogen reduction step is a processing step that significantly reduces the microbial population present in a food material. Examples are *cooking, pasteurisation, canning or fermentation or any other processing step that is capable of significantly reducing the level of pathogenic organism present.*

Uncooked fermented comminuted meat products. These are manufactured and processed meat products such as salami and mettwurst that do not include cooking in the process of manufacture.

RETAIL AND FOOD SERVICE SECTOR

(a) What best describes your food business type? TICK ONLY ONE BOX that represents the predominant description of the business

- Bakery
- Butcher
- Chemist /Pharmacies
- Café
- Canteen
- Caterer
- Child care centre
- Delicatessen
- Farm gate sales
- Fishmonger /Seafood
- Fruiterer / Green grocer
- Function centre
- Guesthouse /Bed & Breakfast/ Motel
- Hotel /Pub/Tavern
- Liquor store
- Stall

- Mobile food vending vehicle
- Restaurant
- Service station
- Snack Bar/ Kiosk
- Club including sport club
- Supermarket
- Takeaway food business
- Temporary food business
- Charitable /fund raising /Community Organisation

Businesses serving at risk persons.

- Aged Care facility (eg hostel, nursing home)
- Hospital
- Home delivered meals to the elderly

None of the above

- OTHER including speciality shop
- If OTHER or speciality food shop please specify business type below**

Other business please specify _____

(b) Does your business only sell low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturers suppliers original sealed packaging Yes No

Notes on the Retail Food Service Sector

The retail and food service sector is based on the type of business description. Within this group is a sub group defined as businesses serving at risk persons. These businesses will be classified as high priority. The category OTHER is also included for businesses not covered in the provided options.

Low risk food is a food that is unlikely to contain pathogenic (potentially harmful) micro-organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils. For the retail and food service sector **low risk food** also includes **whole** fruit and vegetables.

A **medium risk food** is a food that may contain pathogenic (potentially harmful) micro-organisms but will not normally support their growth due to food characteristics; or food that is unlikely to contain pathogenic micro-organisms due to food type or processing but may support formation of toxins or growth of pathogenic micro-organisms. Examples are cut fruit and vegetables, orange juice, canned meats, pasteurised milk, dairy products, ice cream, peanut butter and milk-based confectionery.

DISTRIBUTION BUSINESSES

(a) What best describes your food distribution business type? TICK ONE BOX ONLY	
<input type="checkbox"/> Importer <input type="checkbox"/> Food transport <input type="checkbox"/> Cold storage <input type="checkbox"/> Wholesale Distributor / Packer <input type="checkbox"/> Warehousing	None of the above <input type="checkbox"/> OTHER If OTHER please specify business type below
Other business please specify _____ _____	
(b) Does your business only sell low risk foods or (packaged and unpackaged) medium risk foods received and sold in the manufacturers suppliers original sealed packaging <input type="checkbox"/> Yes <input type="checkbox"/> No	

Notes on the Food Distribution Sector

Food transport includes general carriers that transport food.

Notification submitted by: _____

Signed _____

For Office Use Only
Notification received by: _____
Date Notification received: / /20

FOOD BUSINESS NOTIFICATION FORM – Client Information

Applications should be returned to Council along with your Street Stall Permit Application. It is advisable to allow a week turnaround. Clients may send the application directly to SA Health if they wish to do so at the following address;

The Food Policy and Programs Branch,
SA Health
PO Box 6, Rundle Mall, SA 5000.

For further information, check the website www.fbn.sa.gov.au or call SA Health on 08 8226 7100.

Guide to Completing Form

Part 1 – Food Business Ownership Details

Individuals should use their personal name and contact details, and should use their PHYSICAL or STREET home address rather than a post office box. Please include as many forms of contact as possible.

Clubs or organisations with a constitution should use their Club or Organisations recognised name and principal club house address and contact details, or that of their Club President, Secretary or other Office Bearer.

Part 2 – Business Location Information

Individuals should use their fundraising cause / team name as their trading name eg Jellybeans Relay 4 Life Team

Clubs or organisations should supply their A.B.N. and registered business name, as well as any name they will be using for the stall if applicable.

'Address' will be 31 Poynton St (Memorial Hall).

Tick box for 'Where a mobile food vending business is permanently stationed...'

'No of employees handling food' should be the number of people working on the stall plus 1.

'No. of FTE employees handling food...' should be put as 0.01 or N/A

'Date business commenced' will be the date of the cake stall you are currently booking.

Under 'Please provide a short description...' Be as inclusive as possible regarding the types of items that you expect to be sold at your stall. This will determine the risk level of your Food Business. If future stalls will have different food items, eg a sausage sizzle rather than baked goods, you will need to notify us of the change when you apply for your next Street Stall Permit.

Part 3 – Food Business Sector Information

Tick boxes for Manufacturing and Retail and Food Service Sectors

Under Manufacturing Sector

- a) Tick box for 'Bakery goods, bread, pastries, cakes'
- b) Tick box for 'Yes' if items have been baked in an oven over 70C*
- c) Tick box for 'Yes' if items have been baked in an oven over 70C*
- d) Tick box for 'No'

NOTE: If items have NOT been baked or cooked over 70C eg cold set custards, you will need to tick 'No' to items b) and c) . This may require some consideration and investigation by Health SA, so you might prefer to discourage unbaked, higher-risk foods at your stalls.

Under Retail and Food Service Sector

- a) Tick box for EITHER Stall OR Charitable / Fund raising / Community Organisation
- b) Tick box for 'No'

On page 5 whoever is submitting the application should write their name and sign.

EXAMPLE OF PAGE ONE IS BELOW – as for an individual holding a cake stall / bake sale

Food Business Notification Form

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Information to assist you complete the food business ownership and business location details can be found on page 2.

Part 1 - Food Business Ownership Details

Name of the Proprietor		Joe BLOGGS	
ACN Number		N/A	
Mailing Address			
Street /Postal address Line 1		99 Home Address Street	
Line 2			
Suburb/Town:		CEOUNA	Post code 8690
Contact	Business Telephone:	08 8625 0000	
	Mobile Phone:	0428 000 000	
	Fax number	08 8625 0000	
	Email	jbloggs99@bigpond.net.au	

Part 2 - Business Location Information

ABN Number		N/A	
Registered Business Name		N/A	
Trading name of business		Jellybeans Relay 4 Life Team	
Street address Line 1 (Not a PO box)		31 Foynton St	
Line 2		Memorial Hall	
Suburb/Town:		CEOUNA	Post code 8690
Address type		<input type="checkbox"/> Street address for the business premise location <input checked="" type="checkbox"/> Where a mobile food vending business is permanently stationed for business <input type="checkbox"/> Where the mobile food vending/ transport vehicle is normally garaged)	
Tick one box only			
Number of Employees handling food			
Number of full time equivalent employees handling food (example: Two fulltime employees plus three employees working half time would equal 3.5 full time equivalent employees)		N/A or 0.01	
Date business commenced		14/02/14 (date of Stall)	
Please provide a short description of the business and its operation			
Street Stall, intermittent, selling cakes, biscuits and baked goods made off-site.			