

Food Business Application Form

Food Act 2003
Sections 84, 87, 89

Application for **Notification, Registration, or Renewal** 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); or
- I am applying to renew a food business registration (s89)

PART 2: TYPE OF BUSINESS

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

PART 3: 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

Privacy Statement

The Council is collecting this information from you for the primary purpose of communicating with you regarding your food business. The information will only be used and disclosed as prescribed under the *Personal Information Protection Act 2004*. The Council requires this information to allow its officers to carry out Council business. If you do not provide information requested, the Council reserves the right to not process your registration. You may make an application to access or amend the information held by the Council by contacting the relevant Council Officer on 6211 8200.

PART 4: FOOD BUSINESS DETAILS

Trading Name

On-site Contact (if different from applicant)

Phone number

Email Address (on-site contact)

Hours of Operation:

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

Proposed start date of trading (if for new food business)

For Mobile Food Businesses:

Vehicle registration number: (if applicable)	
Address where vehicle is garaged, or equipment is stored:	

PART 5: 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):

Types of food handling activities or processes to be used:

No Processing	<input type="checkbox"/>	Cook-chill / sous vide	<input type="checkbox"/>
Cooking	<input type="checkbox"/>	Vitamising	<input type="checkbox"/>
Cooling	<input type="checkbox"/>	Packaging / Repacking / Labelling	<input type="checkbox"/>
Reheating	<input type="checkbox"/>	Vacuum packing	<input type="checkbox"/>
Hot-holding / Cold-holding	<input type="checkbox"/>	Preparation in advance (>4 hours)	<input type="checkbox"/>
Other (specify): Eg - raw egg products	<input type="checkbox"/>		



PART 6: 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.

PART 7: 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 8: APPLICANT DECLARATION

- I have inserted and completed any and all information required on this application; and
- I declare that all information on this application is true, accurate and complete; and
- I acknowledge this application is not valid and assessment of the application will not commence until all application fees are paid in full; and
- I acknowledge that relevant approvals under pertinent legislation that are required for the lawful operation of the food business and any use or development of premises has been obtained and complied with including, but without limitations, any and all approvals under the *Land Use Planning and Approvals Act 1993*, the *Building Act 2016* and the *Liquor Licensing Act 1990*; and
- I acknowledge and agree that if an email address is provided on this application I consent pursuant to Section 6 of the *Electronic Transactions Act 2000* to the Council using that email address as a method of contact and for the provision of information by the Council; and
- 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*.

Applicant Name

Applicant Signature

Date

...../...../.....

PART 9: PAYMENT OPTIONS

Please note: Council will contact you for payment once your application form has been lodged and processed. Registration fees are determined by the food business risk category, in accordance with the *Tasmanian Food Business Risk-Classification System*. Registration fees can be found in Council's fees and charges schedule on the Council website – www.kingborough.tas.gov.au

Mail	In Person	Phone
Mail payment to: The General Manager Kingborough Council Locked Bag 1 Kingston TAS 7050 Cheque or money orders should be made payable to Kingborough Council. Post-dated cheques will not be accepted.	Kingborough Council Civic Centre 15 Channel Highway, Kingston. Hours of payment are from 8.45am - 4.45pm, Monday to Friday by cash, cheque, money order, credit card or EFTPOS.	Credit card payment can be made by phoning Council's cashier on 6211 8200.



kingborough.tas.gov.au

Civic Centre, 15 Channel Hwy, Kingston, Tasmania 7050 Locked Bag 1, Kingston Tasmania 7050
AusDoc: DX 70854 T: (03) 6211 8200 F: (03) 6211 8211 E: kc@kingborough.tas.gov.au