

Food Business Application Form

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

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:	

For Mobile Food Businesses:

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

Proposed start date of trading

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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):

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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):	

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:

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PART 8: 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 consent to receiving communications about this application in electronic form.

Applicant Name

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Applicant Signature

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Date

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

Privacy Statement: Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of Central Coast Council and the Department of Health in order to advance the purposes of this form and carry out business required by the Food Act 2003. The Personal Information Protection Act 2004 and Council's Privacy policy regulate the use of this information, which will not be disclosed to any other party, except with your permission if required or authorised by law. You may make application to access or amend personal information held by Council by contacting Customer Services on (03) 6424 8900.

Fees & Payment Methods

Food Business Registration:

- Café / Takeaway
- Restaurant
- Home Kitchen
- Other non-mobile business

12 Months: \$220

6 Months: \$110

3 Months: \$55

Mobile Food Business:

- Market Stalls
- Food Vans/carts
- Other non-fixed premises
- Temporary Registrations

12 Months: \$184

6 Months: \$95

One Off Events:

1 Day: \$35.00

Up to 5 days: \$68.00

School Canteens

Standard: Refer to Food Business Registration fees.

Not for profit: \$95.00

Notification:

Any food business that is assessed as a P3N or P4.

Completed forms can be emailed to admin@centralcoast.tas.gov.au or submitted at the Central Coast Council's Regulatory Services Reception desk.

PAYMENT OF APPLICATION

All applications will be invoiced. Invoices can be paid by:

- Credit Card by phone: call **03 6429 8900**.
- By cheque, mail to: PO Box 220, Ulverstone TAS 7315
- Eftpos facilities available over the counter.
- Cash transactions

For more information or if you have any questions, please contact the Council's Cashier by phone on 03 6429 8900.

PAYMENT OF RENEWAL

Please refer to your invoice for payment options.

Receipt Number:

Date:

FOOD OPERATOR SKILLS & KNOWLEDGE QUESTIONNAIRE

Each statement must be answered. Pleased tick the correct answer(s).

PERSONAL HYGIENE

1. Food handlers must wash his/her hands in an easily accessible hand wash basin with liquid soap, warm running water, and dry hands with paper towel:

Please select all that apply

- Before handling food
- After using the toilet
- Before handling food contact surfaces
- After having a break

2. To meet the requirements of the food standards code, food handlers must have access to:

Please select all that apply

- Running water for hand washing
- Soap
- Paper towel
- Tea towel

3. Do Hand sanitisers kill all germs and viruses?

- Yes
- No

4. All cuts, wounds and abrasions should be:

- Left uncovered
- Covered with a clean, brightly coloured band aid

5. Gloves should be changed as often as I wash my hands:

- Yes
- No

6. Appropriate hair coverings should be worn when preparing uncovered food:

- True
- False

7. Food handlers must NOT go to work when suffering from symptoms of food poisoning. Symptoms include:

Please select all that apply

- Diarrhoea
- Vomiting
- Stomach pains

8. Food businesses are responsible for ensuring food handlers have appropriate skills and knowledge:

- True
- False

FOOD STORAGE

9. Cold food must be kept below 5°C:

- True
- False

10. Germs (bacteria) can double in numbers every 15-20 minutes in optimal conditions. Which following factors contribute to these conditions:

Please select all that apply

- Food
- Moisture
- Warmth

11. Hot food must be kept above 60°C:

- True
- False

12. Frozen food is best defrosted:

Please select all that apply

- In the sink or hand wash basin
- On the bench
- In the fridge
- Microwave

13. The 4-hour/2-hour rule means ready-to-eat high risk foods that have been stored at ambient temperature (e.g. not in refrigerator or heater) for a total of:

Please select all that apply

- Less than two hours must be refrigerated or used immediately
- Between 2 and 4 hours must be used immediately
- More than 4 hours must be thrown out

CLEANING

14. A detergent is used to _____ whilst a sanitiser used with sufficient contact time _____.

Please fill in the black space from the options below

- Kills germs
- Loosens grease
- Kills viruses

15. Diluting a sanitiser outside of manufacturer's specifications (higher concentration) is more effective:

- True
- False

16. Before inserting a thermometer into foods it is important to wash the probe and clean it with a sterile wipe:

- True
- False

COMPLETED BY:

NAME: _____

SIGNATURE: _____

DATE: _____

<i>Office Use Only</i>	
<i>Score</i>	<i>/ 16</i>
<i>Pass /Fail</i>	
<i>Approved/Refused</i>	
<i>Signed (EHO)</i>	