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**

<table>
<thead>
<tr>
<th>Name of the proprietor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ACN Number:</td>
<td></td>
</tr>
</tbody>
</table>

**Mailing Address**

- Street /Postal address: Line 1: [Blank]
- Line 2: [Blank]
- Suburb/Town: [Blank]
- Post code: [Blank]

**Contact**

- Business Telephone: [Blank]
- Mobile Phone: [Blank]
- Fax number: [Blank]
- Email: [Blank]

**PART 2 - BUSINESS LOCATION INFORMATION**

<table>
<thead>
<tr>
<th>ABN number:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered business name:</td>
<td></td>
</tr>
<tr>
<td>Trading name of business:</td>
<td></td>
</tr>
</tbody>
</table>

**Street address**

- Line 1: [Blank] (Not a PO box)
- Line 2: [Blank]
- Suburb/Town: [Blank]
- Post code: [Blank]

**Address type:**

- [ ] Street address for the business premise location
- [ ] Where a mobile food vending business is permanently stationed for business
- [ ] Where the mobile food vending/ transport vehicle is normally garaged

**Tick one box only**

<table>
<thead>
<tr>
<th>Number of Employees handling food:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(example: Two fulltime employees plus three employees working half time would equal 3.5 full time equivalent employees)</td>
</tr>
</tbody>
</table>

**Number of full time equivalent employees handling food:**

| Date or year 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 - FOOD BUSINESS SECTOR INFORMATION

The following food business sector questions are mandatory. Businesses will be categorised under three sectors - manufacturing, retail and 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.

☐ Manufacturing Sector  ☐ Retail and Food Service Sector  ☐ Distribution Sector  
This page below  Page 4  Page 5

**MANUFACTURING SECTOR (See notes below)**

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

☐ Dairy products
☐ Raw meat and poultry
☐ Processed meat and poultry
☐ Cooked & uncooked fermented meat products
☐ Edible oils and oil products
☐ Raw fruit and/or vegetables
☐ Processed fruit and/or vegetables
☐ Cereal and flour products
☐ Bakery goods, bread, pastries, cakes

☐ Raw fish, shellfish and seafood
☐ Processed fish, shellfish and seafood
☐ Soft drinks /non-alcoholic drinks /juices
☐ Egg or egg products
☐ Sugar products, confectionery including chocolate products or honey
☐ Infant or baby foods
☐ Alcoholic drinks
☐ Ice and water including spring water
☐ 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) microorganisms 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.
(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 specialty shop

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) microorganisms 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.

- **Medium risk food** is 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

- [ ] Importer
- [ ] Food transport
- [ ] Cold storage
- [ ] Wholesale Distributor / Packer
- [ ] Warehousing

None of the above

- [ ] 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

- [ ] Yes
- [ ] No

Notes on the Food Distribution Sector

Food transport includes general carriers that transport food.

Notification submitted by: ________________________________

Signed: ________________________________

CONTACT DETAILS

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Notification received by: ________________________________
Date Notification received: ________/_______/20_________