

# NOTIFICATION OF A FOOD BUSINESS

*Food Act 2003 Section 84*

## APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Contact Phone(s): \_\_\_\_\_

ACN (if a company): \_\_\_\_\_

## BUSINESS DETAILS

Name of Business: \_\_\_\_\_

Business Location: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Types of Food – Please tick the boxes below

- |   |   |
|---|---|
| <input type="checkbox"/> Prepared, ready-to-eat table meals   | <input type="checkbox"/> Confectionery                  |
| <input type="checkbox"/> Frozen meals                         | <input type="checkbox"/> Processed fruit and vegetables |
| <input type="checkbox"/> Raw meat, poultry or seafood         | <input type="checkbox"/> Raw fruit and vegetables       |
| <input type="checkbox"/> Processed meat, poultry or seafood   | <input type="checkbox"/> Infant or baby foods           |
| <input type="checkbox"/> Fermented meat products              | <input type="checkbox"/> Bread, pastries or cakes       |
| <input type="checkbox"/> Meat pies, sausage rolls or hot dogs | <input type="checkbox"/> Egg or egg products            |
| <input type="checkbox"/> Sandwiches or rolls                  | <input type="checkbox"/> Dairy products                 |
| <input type="checkbox"/> Soft drinks/juices                   | <input type="checkbox"/> Prepared salads                |
| <input type="checkbox"/> Other (please specify)               |   |

## RETURN COMPLETED FORMS TO:

Planning & Compliance Department  
P: (03) 6471 4700  
E: [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au)  
PO BOX 63 QUEENSTOWN TAS 7467  
11 STICHT STREET QUEENSTOWN TAS 7467



**NATURE OF BUSINESS – PLEASE ANSWER EACH QUESTION**

Are you a small business (employs less than 50 persons for manufacturing or 10 persons for food service/retail)?  Yes  No

Is the food that you provide, produce or manufacture considered to be ready-to-eat when sold to the customer?  Yes  No

Do you process (chop, cook, dry, ferment, heat, and/or pasteurise) the food that you produce or provide before sale or distribution?  Yes  No

Do you directly supply or manufacture food for organisations that cater to the sick, elderly, children under 5 years of age or pregnant women (such as hospitals, nursing homes or childcare centres)?  Yes  No

**To be answered by manufacturing/processing businesses only:**  
Do you manufacture or produce products that are not shelf-stable?  Yes  No

Do you manufacture or produce fermented meat products such as salami?  Yes  No

**To be answered by food service and retail businesses only (including charitable and community organisations, market stalls and temporary food premises):**

Do you sell ready-to-eat food at a different location from where it is prepared?  Yes  No

**Note:** In accordance with Clause (4)(3) of Food Safety Standard 3.2.2, a food business must notify the Council of any proposed change to the information specified on this form, as this may alter the classification of the business.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**

**PRIVACY STATEMENT:**

Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the West Coast Council and the Department of Health and Human Services 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 an application to access or amend personal information held by Council on (03) 6471 4700.