

FOOD NOTIFICATION FORM

APPLICANT DETAILS

First Name	Last Name
Proprietor of Company/Director Name	
Company Name	
Postal Address	
Postcode	Email
Mobile	Phone
ABN/ACN	LGA Registered With

EVENT NAME AND DETAILS

Event Name	
Company Name	
Postal Address	
Phone	Email

LOCATION DETAILS

Site No	Pavilion/Street
Name of Stand	
Name of Event	Date of Event
Date/s Permit Required For	

1. FOOD TYPE AND INTENDED USE BY CUSTOMER

Do you provide, produce or manufacture food that is ready-to-eat by the customer without further processing or cooking to destroy germs e.g. oysters, cold smoked seafood? ☐ Yes ☐ No

Select the food types that your business provides, produces or manufactures (*tick all boxes that apply*).

High Risk Foods (Examples)

<input type="checkbox"/> Raw meat, poultry or seafood	<input type="checkbox"/> Fresh filled pasta, sandwiches or rolls
<input type="checkbox"/> Pasteurised milk, dairy products	<input type="checkbox"/> Tofu
<input type="checkbox"/> Cooked rice or lasagne	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Processed meat, poultry or seafood	

Medium Risk Foods

<input type="checkbox"/> Prepared salads	<input type="checkbox"/> Egg or egg products
<input type="checkbox"/> Milk based confectionery	<input type="checkbox"/> Raw fruit and vegetables
<input type="checkbox"/> Processed fruit, vegetables or juices	<input type="checkbox"/> Other (specify) _____

Low Risk Foods

- | | |
|--|--|
| <input type="checkbox"/> Fats or oils | <input type="checkbox"/> Sugar based confectionery |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Carbonated drinks |
| <input type="checkbox"/> Grains, cereals or breads | <input type="checkbox"/> Other (specify) _____ |

Other

- | | |
|---|---|
| <input type="checkbox"/> Pre-packaged confectionery | <input type="checkbox"/> Pre-packaged low risk foods (uncooked rice etc.) |
|---|---|

2. ACTIVITY OF THE FOOD BUSINESS

- | | |
|--|---|
| <input type="checkbox"/> Mobile food vehicle | <input type="checkbox"/> Fixed premises |
| <input type="checkbox"/> Marquee stall | |

3. METHOD OF PROCESSING

Is most food you provide to customers cooked or otherwise treated prior to sale to kill germs? ☐ Yes ☐ No

4. CATERING

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

5. REGISTRATION FEES

Are you a registered food business with a local Council in Western Australia? ☐ Yes ☐ No

If **YES**, fees payable are: \$60.50 Notification Fee inc. GST

If **NO**, fees payable are: \$169.40 Registration Fee inc. GST

If you are providing any **high risk** foods (section 1) and/or you are a **food truck**, the following inspection fee must also be paid:

1 day \$20 / 2 days \$35 / 3 days \$40 / 4-7 days \$70

If you have any queries regarding food registrations and permits, please contact:

Town of Claremont | Phone (08) 9285 4300 | Email toc@claremont.wa.gov.au | www.claremont.wa.gov.au

6. PAYMENT METHOD (Charities as defined under the charities act 2013 are exempt from fees)

Please refer to your contact at the event you are attending for appropriate payment methods.

7. PRIVACY/COPYRIGHT

The personal information collected on this form will only be used by the Town of Claremont for the sole purpose of providing requested and related services. Information will be stored securely by the Town and will not be disclosed to any third parties without your express written consent.

I authorise the Town of Claremont to disclose to the Royal Agricultural Society of Western Australia, where the event is held within the Royal Agricultural Society of Western Australia grounds, information including outcomes of inspections and approvals.

I authorise the Town of Claremont to reproduce any attachments provided with this form for internal purposes only.

Application to be submitted to the event promoter who will send to the Royal Agricultural Society of Western Australia prior to submission to the Town of Claremont for final approval.

Applications may take up to 21 working days to process; it is therefore the applicant's responsibility to ensure that the application is submitted with enough time to ensure that all approvals are granted in time.

APPLICANT'S CHECKLIST (All must be submitted for approval)

- ☐ Application submitted 21 days prior to requested date (*applications submitted late may not be approved in time*)
- ☐ Current food business registration certificate from local government authority (*must have your business name*)
- ☐ Current certificate of currency (*public liability insurance*)
- ☐ Building/fit out floor plans showing layout and all services (*hand drawn will not be accepted*)
- ☐ Food safety certificates (*if qualified chefs then a trade certificate must be produced*)
- ☐ Details of vehicle registration including photos of the vehicle (*if a vehicle is used to transport food then details are required*)

8. DECLARATION

I, the person making this application declare that the information contained in this application is true and correct in every particular.

Signature of Applicant

Date

Name of Applicant

(in the case of a company, the signing officer must state position in the company)

Please return this form and payment to your contact at the event you are attending.