

# 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)

- Raw meat, poultry or seafood
- Pasteurised milk, dairy products
- Cooked rice or lasagne
- Processed meat, poultry or seafood

- Fresh filled pasta, sandwiches or rolls
- Tofu
- Other (specify) \_\_\_\_\_

### Medium Risk Foods

- Prepared salads
- Milk based confectionery
- Processed fruit, vegetables or juices

- Egg or egg products
- Raw fruit and vegetables
- Other (specify) \_\_\_\_\_

### Low Risk Foods

- Fats or oils  
 Alcohol  
 Grains, cereals or breads

- Sugar based confectionery  
 Carbonated drinks  
 Other (specify) \_\_\_\_\_

### Other

- Pre-packaged confectionery

- Pre-packaged low risk foods (uncooked rice etc.)

## 2. ACTIVITY OF THE FOOD BUSINESS

- Mobile food vehicle  
 Marquee stall

- Fixed premises

## 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](mailto:toc@claremont.wa.gov.au) | [www.claremont.wa.gov.au](http://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.**