**Application to Prepare and Sell Food**

**from a Residential Premises**

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| **Applicants details** |
| Name of Applicant |  |
| Postal Address |  |
| Suburb |  |
| Telephone | (H) | (M) | (W) |
| Email address |  |

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| **Food Business Details** |
| Name of proposed food business |  |
| Residential Address | Street Address |
| Suburb |
| ABN |  |
| Estimated number of equivalent full time staff |

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| **Will your proposed food business** |
| Require deliveries or customers visiting your house to buy products? | Yes | No |
| Employ people that are not members of the occupier’s family? | Yes | No |
| Be a second business to be undertaken within the premises? | Yes | No |
| If yes to any of the above, you may need additional approvals. Therefore please contact the Shire’s Planning Services on 9168 4100 to discuss the planning approval process |

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| **Which category best describes your proposed residential food business?**  |
| Food manufacturing/processing | Food transport |
| Food packaging | Charitable or community organisation |
| Distributor | storage |
| Family day care | Other |

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| **Describe any proposed alterations to the residence:**  |
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Please attach a plan of the residence, clearly indicating all areas that will be utilised for the food preparation, production, storage, processing or other uses associated with the business (e.g. office areas). A separate Building Licence may be required prior to alterations to the residence being undertaken. Therefore please contact the Shire’s Building Services on 9168 4100 to discuss further.

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| **Details of Food Handling Activities** |
| Some low risk food activities may be permitted in residential kitchens, however more complex food processing activities will need to be undertaken in an approved purpose built commercial kitchen. |
| **Category of low risk foods being produced** |
| Cakes, biscuits, muffins and flour products that do not contain potentially hazardous food such as cream | Chutneys, relishes and sauces with a pH less than 4.5 |
| Cake decorating | Repackaging of low risk confectionary products |
| Jams  | Food products for community or charitable purposes |
| Pickled onions | Food for farm stay or home stay accommodation |
| Other: |  |
| Other foods may be approved by the Shire of Wyndham East Kimberley but only where they are assessed and the residential kitchen is of a suitable standard |

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| **Checklist for Approval** |
| Your Application must be accompanied with the following: |
| * A scaled floor plan of the residential kitchen showing all existing fixtures, fittings and finishes (prefer A4 size and or/graph paper)
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| * A letter outlining in detail the proposed food handling activity. Please include detailed information on the following:
* The food/s to be prepared and expected numbers or volumes
* A list of all ingredients, place of purchase and how they will be transported
* Proposed frequency of preparation
* An indication of the processes/recipes involved with making the food products
* Details of storage conditions of food products and the finished product to prevent contamination
* Proposed method of sale
* A sample of the food package labels to be used, compliant with the Australia New Zealand Food Standards Code
* Completed Food Act 2008 Notification/Registration Form
* Any other information considered relevant
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| **Fee Information for Residential Food Premises** |
| Food Act 2008 Notification/Registration Form | $67 |
| Low Risk Food Business Assessment Fee | $72 |
| Annual Surveillance Fee for Low Risk Businesses | $152 |

Declaration

I, the person making this application, declare that:

* This Application Form is accompanied by a signed and completed ‘Food Act 2008 Notification/Registration Form’ and the required $67 fee
* I have provided all the required information as outlined in the checklist provided, and associated documents
* The information contained in this application is true and correct in every particular

Signature of Applicant:……………………………………… Date:…………………………….

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