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8.00am - 4.00pm MON - FRI

# Application to Prepare and Sell Food from a Residential Premises

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

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

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		

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

**Describe any proposed alterations to the residence:**


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.

**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

**Checklist for Approval**

Your Application must be accompanied with the following:

<ul style="list-style-type: none"><li>• A scaled floor plan of the residential kitchen showing all existing fixtures, fittings and finishes (prefer A4 size and or/graph paper)</li></ul>	
<ul style="list-style-type: none"><li>• A letter outlining in detail the proposed food handling activity. Please include detailed information on the following:<ul style="list-style-type: none"><li>• The food/s to be prepared and expected numbers or volumes</li><li>• A list of all ingredients, place of purchase and how they will be transported</li><li>• Proposed frequency of preparation</li><li>• An indication of the processes/recipes involved with making the food products</li><li>• Details of storage conditions of food products and the finished product to prevent contamination</li><li>• Proposed method of sale</li><li>• A sample of the food package labels to be used, compliant with the Australia New Zealand Food Standards Code</li></ul></li><li>• Completed Food Act 2008 Notification/Registration Form</li><li>• Any other information considered relevant</li></ul>	

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)