

APPLICATION TO REGISTER – HOME BASED FOOD BUSINESS

Made under Section 68 of the *Local Government Act 1993*

1 Property Details – Where the food production will occur

No	Street	Suburb

2 Applicant name, address and contact details

Title:	Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Dr ☐	Other ☐
Full family name (no initials) or Company name		ABN No				
Full first names (no initials) (or ACN)						
Postal address						
Phone (business)		Mobile		Facsimile		
Contact person						
Email address						

3 Proprietor's Details -

This section must be completed if the applicant is not the proprietor / owner of the business

Proprietor's name (please print)	
Address	
Telephone	Signature
Email	

4 Particulars of premises

Business Trade Name
Address
Total number of food handlers (as fulltime equivalent)

What food is prepared and how is prepared? – Please provide details of food to be made and the production methods.

Who is your intended customer?

How often is the food prepared?

Daily ☐ Weekly ☐ Monthly ☐

Please Specify

Where is the food sold? - Please Specify

Quantity of food produced per week

Less than 10kg (<) ☐ More than 10kg (>) ☐

Food Safety Supervisor

Name of the Food Safety Supervisor (please print – must be legible)

Certificate Code

Expiry Date

Copy of certificate attached?

Yes ☐ No ☐

Is there a dedicated fridge / freezer in your home for business activities?

Yes ☐ No ☐

Comments

5 Public Information

In accordance with the *Government Information (Public Access) Regulation 2009*, information supplied in this application is considered to be open access information and is available for inspection by members of the public.

Copyright Notice: The Applicant is advised that Council may make copies (including electronic copies) of this application and accompanying documents for the purpose of complying with its obligations under the *Local Government Act 1993* and *Government Information (Public Access) Act 2009*.

Privacy Statement: Personal details requested on this form is supplied to Strathfield Council on a voluntary basis but if you cannot provide the information requested, Council may not be able to process your application. Personal details requested on this form will be used to process your application. Information provided by you may be accessed by the members of the public. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

6 Land Owner approval

Being the owner of the land to which this application relates, I hereby give consent to the making of the application and authorise and consent to entry of the application site by Council officers for the purpose of processing this application.

Full name (please print – must be legible)

Owners signature

Date

7 Application fee

Any business or person who makes food for sale must comply with the requirements of the Food Act 2003 & the Food Safety Standards, and must register with Strathfield Council if the premises where food is handled or prepared is in the Strathfield Local Government Area.

The following business are required to register but are exempt from paying the registration fee.

- Low risk food businesses.
- Not for profit organisations such as charities and local sporting associations.
- Business operating a medium risk home based food business as part of a sausage sizzle or community barbeque.

A home based food business is considered low risk if it handles only non potentially hazardous food, OR, if the business meets all of the following criteria:

- it does not produce food that has a very high level of inherent risk and a potentially unreliable critical control point (e.g. raw egg foods such as aioli and mayonnaise),
- it does not supply food to vulnerable populations or businesses that service vulnerable populations (e.g. aged care facility)
- it has at least one certified Food Safety Supervisor appointed by the business (if required),
- it produces less than 10kg of food for sale per week from the domestic kitchen (equivalent to forty 250g serves), and
- it notifies the local enforcement agency if any of these circumstances change.

A home based food business is high risk if it does any of the following high risk activities

- prepares or supplies to vulnerable populations (e.g. childcare facility that prepares food on site for children including home based childcare preparing PHF), or
- undertakes high risk processes/activities (e.g. raw egg products, smoking meats, sous vide), or
- large scale operations (e.g. function centre/large restaurant that employs more than 10 FTE food handlers).

All other businesses are considered medium risk.

Medium risk home based food businesses are required to register with payment of the registration fee.

Strathfield Council will not approve high risk home based food businesses.

8 Applicants Signature

All information supplied on this application is true and correct.

Applicant's signature

Date