

Application to Prepare Food for Sale in a Residential Premises

Applicant's details

Applicant's Name:	
Postal Address:	
Phone:	A/H:
Email:	

Food Business details

Name of Proposed Food Business:	
Residential Address:	
Number of equivalent full time staff:	
ABN:	
Which category best describes your proposed residential food business?	
<input type="checkbox"/> Food manufacturing/processing	<input type="checkbox"/> Food Transport
<input type="checkbox"/> Food packaging	<input type="checkbox"/> Caterer
<input type="checkbox"/> Distributer	<input type="checkbox"/> Charitable or community association
<input type="checkbox"/> Family day care	<input type="checkbox"/> Storage
<input type="checkbox"/> Other	
Describe any proposed alterations to the residence:	
<p><i>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 Permit may be required prior to alterations to the residence being undertaken. Therefore please contact City's Building Service on 9394 5000 to discuss further.</i></p>	

Details of Food Handling Activities

Some low risk food handling 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:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Cakes, biscuits, muffins and flour products that do not contain potentially hazardous food such as fresh cream and custard |
| <input type="checkbox"/> | Cake decorating |
| <input type="checkbox"/> | Jams |
| <input type="checkbox"/> | Pickled Onions |
| <input type="checkbox"/> | Chutneys, relishes and sauces with a pH less than 4.5 |
| <input type="checkbox"/> | Repackaging of low risk confectionery products |
| <input type="checkbox"/> | Food produced for community or charitable purposes |
| <input type="checkbox"/> | Food for farm stay or home stay accommodation |
| <input type="checkbox"/> | Other: |

Other foods may be approved by the City of Armadale but only where they are assessed and the residential kitchen is of a suitable design and standard.

If your kitchen is not of a commercial standard and you wish to undertake more complex food processing activities, you have the option of hiring a City owned commercial kitchen. Please contact the City Health Service on 9394 5000 for information on these kitchens, associated fees and their availability.

Checklist for Approval

Details	
Your application must be accompanied with the folloing:	
A scaled floor plan of the residential kitchen showing all existing fixtures, fittings, and finishes (prefer A4 size and or/graph paper)	<input type="checkbox"/>
A letter outlining in detail, the proposed food handling activity. Please include detailed information on the following: <ul style="list-style-type: none"> - 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 / recipe, involved with making the food products; - Details of storage conditions of food products and finished product to prevent contamination; and - Proposed method of sale. 	<input type="checkbox"/>
A sample of the food package labels to be used, compliant with the Australia New Zealand Food Standards Code	<input type="checkbox"/>
Completed Food Business Notification/Registration Form	<input type="checkbox"/>
Any other information considered relevant	<input type="checkbox"/>

Declaration:

I, the person making this application declare that:

- This application form is accompanied by a signed and completed “Food Notification/Registration Form” and the required 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

Position in the company:
