



# FOOD BUSINESS NOTIFICATION FORM

## (NEW OR CHANGED BUSINESS)

11.8.11

Please return completed application form to:

In Person: Kangaroo Island Council, Corner Dauncey and Murray Streets, Kingscote  
Penneshaw Community Business Centre, 99 Middle Terrace, Penneshaw  
By Post: PO Box 121, Kingscote SA 5223  
Fax: 08 8553 2885  
Email: [kicouncil@kicouncil.sa.gov.au](mailto:kicouncil@kicouncil.sa.gov.au)

This form is designed for a new food business or change to an existing business in a single business location. Information to assist you with completing the food business notification form is attached.

**Please Note:** Where a food business sells food from multiple locations a separate form must be completed for each location.

### Section A: Food Business Ownership Details

Business Owners Name:	<input type="text"/>			
Australian Company Number:	<input type="text"/>			
Postal Address:	<input type="text"/>		Postcode:	<input type="text"/>
Business Phone:	<input type="text"/>	Mobile:	<input type="text"/>	
Email Address:	<input type="text"/>			

### Section B: Business Location Details

Registered Business Name:	<input type="text"/>			
Australian Business Number:	<input type="text"/>			
Trading Name of Business:	<input type="text"/>			
Street Address: (Not a PO Box)	<input type="text"/>		Postcode:	<input type="text"/>

Address Type:  
(Tick one box only)

- Street address for the business premise location
- Where a mobile food vending business is usually stationed for business
- Where the mobile food vending / transport vehicle is normally garaged
- Market or street stall (please complete temporary permit application)

## Section B: Business Location Details (continued)

Date Business Commenced:

 

The number of **Employees** handling food:

For example: the number of full time equivalent employees handling food (two fulltime employees plus three employees working part time would equal 3.5 full time equivalent employees)

Please provide a short description of what your business does and sells:

## Section C: Food Business Sector Information

What sector or sectors does your business operate? (Select all the squares below that apply)

- Retailer       Food Service       Processor/Manufacturer       Transport/Distribution

What best fits what you intend to do and the food you intend to sell? (Select all the squares below that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Dry goods, packaged food and beverages   | <input type="checkbox"/> Frozen food                                    |
| <input type="checkbox"/> Alcoholic beverages                      | <input type="checkbox"/> Cold food                                      |
| <input type="checkbox"/> Confectionary                            | <input type="checkbox"/> Hot food                                       |
| <input type="checkbox"/> Bakery products                          | <input type="checkbox"/> Dairy food – milk cheese, butter, yogurt       |
| <input type="checkbox"/> Fruit & vegetables                       | <input type="checkbox"/> Sandwiches, rolls with perishable fillings     |
| <input type="checkbox"/> Fruit juices                             | <input type="checkbox"/> Continental type delicatessen food             |
| <input type="checkbox"/> Oils and fats                            | <input type="checkbox"/> Raw meat and poultry                           |
| <input type="checkbox"/> Jams and spreads                         | <input type="checkbox"/> Seafood  |
| <input type="checkbox"/> Spices & dried herbs                     | <input type="checkbox"/> Eggs   |
| <input type="checkbox"/> Sprouts – alfalfa, bean, seeds           | <input type="checkbox"/> Canned food                                    |
| <input type="checkbox"/> Restaurants & takeaway                   | <input type="checkbox"/> Cook-chill food – Short shelf-life             |
| <input type="checkbox"/> Catering – Off-site (events)             | <input type="checkbox"/> Cook-chill / freeze food – Extended shelf-life |
| <input type="checkbox"/> Catering – On-site (pick up or delivery) | <input type="checkbox"/> Animal slaughter – Abattoir / boning           |
| <input type="checkbox"/> Baby food                                | <input type="checkbox"/> Primary production – animals, plants           |
| <input type="checkbox"/> Chocolate                                | <input type="checkbox"/> Meat products                                  |
| <input type="checkbox"/> Rainwater                                | <input type="checkbox"/> Ice  |

Does your business only sell foods received and sold in the manufacturers or suppliers' original sealed packaging?

- Yes       No

## Section C: Food Business Sector Information (continued)

Do you transport or distribute any food? (Select all the boxes that apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Importer         | <input type="checkbox"/> Storage / Warehousing | <input type="checkbox"/> Wholesale Distributor / Packer |
| <input type="checkbox"/> Transport Frozen | <input type="checkbox"/> Transport Cold        | <input type="checkbox"/> Transport Hot                  |

Does your business supply food to at risk persons?

- Aged Care (Supported Residential Facility)     Hospital     Home delivered meals to the elderly

## Section D: Declaration

Should the permit be granted by Kangaroo Island Council, I hereby agree to abide by the conditions of the permit and Council's Guidelines for the Operation of Food Vending Vehicles:

Signature: .....

Date:        /        /

## Guidelines for Completing the Food Business Ownership Form

### Section A: Food Business Ownership Details

**Business Owners Name: (Mandatory)** entry)

**Australian Company Number (ACN) (Optional)** entry) applies to Companies registered with the Australian Securities and Investments Commission (ASIC). The ACN is mandatory if your business is a company. A company can be a Proprietary Limited (Pty Ltd), Unlimited Proprietary (Pty), Limited (Ltd) or No Liability (NL).

**Mailing Address: (Mandatory)** entry) all written communication with the business owner (proprietor) of a food business will be sent to this address.

**Business Telephone: (Mandatory)** entry) all phone communication with the business owner (proprietor) of a food business will be to this number. A fax contact is optional.

### Section B: Food Business Location Details

#### Notes on completing Business location information (Part 2)

The address information in this section relates to information about the business location. This may be different to the business owner address information.

**Australian Business Number (ABN): (Optional)** entry) if the business is not required to have an ABN. All businesses with an annual turnover of \$50 000 or non-profit organisations with an annual turnover of \$100 000 require an ABN. Organisations with a lower annual turnover may choose to register for an ABN. Contact the Australian Taxation office for information on applying for an ABN. Phone **13 28 61**.

**Registered Business Name: (Mandatory)** entry) if you trade other than under your own personal name. If the food business has been registered under the National Corporations Act 2001 administered by the Australian Securities & Investments Commission (ASIC), then the registered company name should be entered here. If the food business has been registered under state or territory legislation and not under the National Corporations Act 2001, then that registered business name should be entered here. If you are unsure if you are legally required to have a registered business name contact the Office of Consumer and Business Affairs on (08) 8204 9779.

**Common Trading Name: (Mandatory)** entry) if the business does not have a registered business name. If a business name is not registered, indicate the name under which the business is known or operates.

**Business Location Address: (Mandatory)** entry) the business location address must be a street address not a post office box or similar postal address.

**Address Type: (Mandatory)** entry) a business will select one of the 3 options. A street address indicates a business such as a retail shop, factory, food transport depot or similar permanent premises. Two options are provided for mobile food vending / transport vehicles. For mobile vehicles stationed at a permanent location such as a pie cart operating from a leased site select the second option. A business operating a mobile vehicle such as an ice-cream van or a food transport vehicle delivering food would tick the third option to show the address where the vehicle is normally garaged.

**Numbers of Employees and Number of Full Time Equivalent (FTE) Employees: (Mandatory)** entry) include only those employees handling food.

**Date Commenced: (Mandatory)** entry) the date when the business began at this location. If an exact date is not known provide the year.

### Section C: Food Business Sector Information

**Business Sector: (Mandatory)** entry) businesses are now categorised under four sectors; retailer, food service, processor/manufacture and food transporter/distribution. It is possible for a business to select more than one sector. For example a large bakery manufacturing products primarily for wholesale may also have a retail outlet on the same site. In this case both the processor/manufacture sector and retailer sector would be selected. Alternatively a bakery operating as a retailer should tick the retailer sector not the processor/manufacture sector.

**What You Do and Sell (Mandatory)** entry) include all the business activities and products you sell.

## Definitions

**Catering** involves the provision of food under an agreement where food is: predetermined in type and quantity; for a predetermined group of persons; and served at a predetermined time and date.

**Cold Holding** previously prepared ready to eat food, stored cold  $\leq 5^{\circ}\text{C}$ .

**Cook-Chill** a catering process whereby meals or meal components are fully cooked then cooled by controlled chilling (e.g. blast chilling) and subsequently stored at a temperature above freezing point (e.g.,  $3^{\circ}\text{C}$ ) prior to regeneration and/or service" The meals are expected to be reheated prior to consumption.

These foods are not sterile and their safety is based their level of risk as described below:

- a minimal heat treatment (usually at  $70\text{-}75^{\circ}\text{C}$ ) intended to minimise loss of sensory and nutritional quality product formulation,
- refrigerated storage,
- limited shelf-life,
- packaging systems (e.g., vacuum [VP] or modified atmosphere [MAP] packaging)
- intrinsic properties of the foods (reduced pH or water activity, addition of bacteriocins, etc.)

### Types of Cook-Chill Processes

- The products may be assembled after separate cooking of individual components, chilling and then packing in the final container.
- The components may be cooked individually, packaged, sealed and chilled in the final container.
- The meal components can be packed, and then receive a pasteurisation process which gives the potential for a longer shelf life under chill storage conditions because of the reduced risk of post-process contamination (the sous-vide process).

**Food Business** means a business, enterprise or activity (other than primary food production) that involves – (a) the handling of food intended for sale; or (b) the sale of food; regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

**Food Premises** means any premises including land, vehicles, parts of structures, tents, stalls and other temporary structures, boats, pontoons and any other place declared by the relevant authority to be premises under the Food Act kept or used for the handling of food for sale, regardless of whether those premises are owned by the proprietor, including premises used principally as a private dwelling, but does not mean food vending machines or vehicles used only to transport food.

**Food Service Business** - Businesses that make and/or serve food for consumption on site, taken away for immediate consumption or at a catering event (may include transport).

**Handling** of food includes the making, preparing, heating, thawing, collecting, extracting, storing, treating, packing, transporting, delivering, serving or displaying of food

**High Risk Foods** are foods that may contain pathogenic microorganisms and will support formation of toxins or growth of pathogenic microorganisms.

**Hot Holding** - Previously cooked ready to eat food, stored hot  $\geq 60^{\circ}\text{C}$ .

**Medium Risk Foods** are those that may contain harmful natural toxins or chemicals introduced at steps earlier in the food supply chain, or that may contain pathogenic microorganisms but will not normally support the formation of toxins or growth of pathogens due to food characteristics; or, are unlikely to contain pathogenic microorganisms

due to food type or processing but may support the formation of toxins or growth of pathogenic microorganisms.

**Perishable Foods** are those that allow microbial growth and so will eventually deteriorate and spoil. Typically such foods require storage under refrigeration to extend shelf life, i.e. foods that are not shelf stable or are potentially hazardous.

**Potentially Hazardous Foods (PHF)** are foods that meet both of the criteria below:

- They might contain the types of food-poisoning bacteria that need to multiply to large numbers to cause food poisoning, and
- The food will allow the food-poisoning bacteria to multiply, (dependent on moisture, temperature and time)

Potentially hazardous food has to be kept at certain temperatures to minimise the growth of any pathogenic microorganism that might be present in the food or to prevent the formation of toxins in the food.

**Processing** in relation to food means activity conducted to prepare food for sale including cooking, drying, fermenting, pasteurising, preserving and washing, or a combination of these activities.

**Processor/Manufacturer** – Businesses engaged in the physical or chemical transformation of food, food ingredients, substances or components into new products. Can be sold via wholesaler or direct to business. Can include minimal or widespread distribution.

**Ready-to-Eat (RTE) Food** is food that is normally consumed in the same state as that in which it is sold (without further cooking or preparation) but does not include nuts in the shell and whole, raw, fruits and vegetables that are intended for hulling, processing, peeling or washing by the consumer.

**Retail Business** is a business that sell food to the public which is not processed on site (can include slicing and weighing of delicatessen products and reheating/hot holding of RTE cooked foods). Generally not intended to be consumed on site and can include supermarkets, convenience stores or specialty retail stores (e.g. bakery, butcher.)

**Small Producer** is a business that employs less than 50 people in the 'processor/manufacturing' sector or which employs less than 10 people in the 'food services' sector.

**Temperature Danger Zone** Applies to PHF food that is stored between  $5^{\circ}\text{C}$   $\rightarrow$   $60^{\circ}\text{C}$

**Transporter** is a business engaged in transport or pre-retail distribution activities (particularly importation, wholesaling, wholesale storage and multipurpose wholesalers who distribute not only to retailers but also to restaurant owners or consumers.

**Two / Four Hour Rule** Applies to PHF that can be used or put back in the refrigerator after being out of temperature control for up to 2 hours. Once PHF has been out of temperature control for over 2 hours but for less than 4 hours it must be used, and not returned to the refrigerator. Once PHF has been out of temperature control for 4 hours, it must be discarded.

**Inherent Risk** - relates to the possibility for a food to contain a hazard that could be present at levels that could cause human illness whether due to the nature of the food itself, or the processing and handling it undergoes.

**Low risk food** are those that are unlikely to contain pathogenic organisms and will not support their growth, and will not introduce microbial, physical or chemical hazards to the foods they sell or handle.