



324 Commercial Street West  
 PO Box 724  
 Mount Gambier SA 5290  
 Telephone (08) 8721 0444  
 Fax (08) 8721 0410  
 Email: [info@dcgrant.sa.gov.au](mailto:info@dcgrant.sa.gov.au)  
[www.dcgrant.sa.gov.au](http://www.dcgrant.sa.gov.au)

Branch Office:  
 7 Charles Street  
 Port MacDonnell SA 5291

## Food Business Notification Form

**This Food Business Notification form is designed for a single business location. Where a food business sells food from multiple locations a separate form must be completed for each location.**

**Information to assist you complete the food business ownership and business location details can be found on page 2.**

### Part 1 - Food Business Ownership Details

Name of the Proprietor	
ACN Number	
<b>Mailing Address</b>	
Street /Postal address	
Suburb/Town:	Post code
<b>Contact</b>	Business Telephone:
	Mobile Phone:
	Fax number
	Email

### Part 2 - Business Location Information

ABN Number	
Registered Business Name	
Common Trading name of business	
Business location address Street address (Not a PO box)	
Suburb/Town:	Post code
Business location address type	<input type="checkbox"/> Street address for the business premise location <input type="checkbox"/> Where a mobile food vending business is permanently stationed for business <input type="checkbox"/> Where the mobile food vending/ transport vehicle is normally garaged)
<b>Tick one box only</b>	
Number of Employees <b>handling food</b>	
Number of full time equivalent employees <b>handling food</b> (example: Two fulltime employees plus three employees working half time would equal 3.5 full time equivalent employees)	
Date business commenced	

Please provide a short description of the business and its operation _____
_____
_____
_____
_____

**Notes on completing the Food Business Ownership Details**

- 1) Proprietor name: Mandatory entry
- 2) ACN: The Australian Company Number (ACN) 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)
- 3) Mailing address: Mandatory entry. All written communications with the proprietor of a food business will be sent to this address.
- 4) Business telephone: Mandatory entry. All phone communications with the proprietor of a food business will be to this number. A mobile, fax or email contact is optional.

**Notes on completing Business location information**

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

- 1) 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.
- 2) 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
- 4) Common trading name: Required 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.
- 5) Business location address: Mandatory entry. The business location address must be a street address not a post office box or similar postal address
- 6) 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.
- 7) Numbers of employees and number of full time equivalent (FTE) employees: Mandatory entries. Include only those employees handling food.
- 8) Date commenced: Mandatory entry. The date when the business began at this location. If an exact date is not known provide the year.

### **Part 3 - Food Business Sector Information**

The following food business sector questions are mandatory. Businesses will be categorised under three sectors - manufacturing, retail & food service and 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 manufacturing sector and retail and food service sector would be selected. Alternatively a bakery predominately operating as a retailer should tick the retail and food service sector not the manufacturing sector.

Please tick **one or more** of the appropriate box(s) below to indicate the sector or sectors in which your business operates. **Then go to the page indicated to complete questions for each sector ticked.**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Manufacturing Sector<br><b>Page 4</b> | <input type="checkbox"/> Retail and Food Service<br>Sector <b>Page 5</b> | <input type="checkbox"/> Distribution Sector<br><b>Page 6</b> |
|--|--|---|
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**MANUFACTURING SECTOR (See notes below)**

<b>(a) Please tick the types of food manufactured by your business (MAYBE MORE THAN ONE)</b>		
<input type="checkbox"/> Dairy products	<input type="checkbox"/> Raw fish, shellfish and seafood	
<input type="checkbox"/> Raw meat and poultry	<input type="checkbox"/> Processed fish, shellfish and seafood	
<input type="checkbox"/> Processed meat and poultry	<input type="checkbox"/> Soft drinks /non alcoholic drinks /juices	
<input type="checkbox"/> Cooked & uncooked fermented meat products	<input type="checkbox"/> Egg or egg products	
<input type="checkbox"/> Edible oils and oil products	<input type="checkbox"/> Sugar products, confectionery including chocolate products or honey	
<input type="checkbox"/> Raw fruit and/or vegetables	<input type="checkbox"/> Infant or baby foods	
<input type="checkbox"/> Processed fruit and/or vegetables	<input type="checkbox"/> Alcoholic drinks	
<input type="checkbox"/> Cereal and flour products	<input type="checkbox"/> Ice and water including spring water	
<input type="checkbox"/> Bakery goods, bread, pastries, cakes	<input type="checkbox"/> OTHER including mixed foods (specify below)	
<b>If OTHER please specify business type</b> _____		
<hr/>		
<b>(b)</b> My business only manufactures low risk foods	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>(c)</b> All foods manufactured by my business have a Pathogen Reduction step	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>(d)</b> My business manufactures uncooked fermented comminuted meat products (salami and similar uncooked meat products)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Notes on the Manufacturing Sector**

1) The food manufacturing sector is subdivided into broad categories based on the type of food produced. There is an option for OTHER to cover a food type that does not fit into one of the defined food categories. A food business **may choose more than one** category of food.

2) The three Yes/No questions are designed to assist councils determine a priority classification.

3) **Low risk food** is a food that is unlikely to contain pathogenic (potentially harmful) micro organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils.

4) **A pathogen reduction step** is a processing step that significantly reduces the microbial population present in a food material. Examples are *cooking, pasteurisation, canning or fermentation or any other processing step that is capable of significantly reducing the level of pathogenic organism present.*

5) **Uncooked fermented manufactured meat products.** These are manufactured and processed meat products such as salami and mettwurst that do not include cooking in the process of manufacture.

## RETAIL AND FOOD SERVICE SECTOR

(a) What best describes your food business type? **TICK ONLY ONE BOX** that represents the predominant description of the business

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Bakery</li><li><input type="checkbox"/> Butcher</li><li><input type="checkbox"/> Chemist /Pharmacies</li><li><input type="checkbox"/> Café</li><li><input type="checkbox"/> Canteen</li><li><input type="checkbox"/> Caterer</li><li><input type="checkbox"/> Child care centre</li><li><input type="checkbox"/> Delicatessen</li><li><input type="checkbox"/> Farm gate sales</li><li><input type="checkbox"/> Fishmonger /Seafood</li><li><input type="checkbox"/> Fruiterer / Green grocer</li><li><input type="checkbox"/> Function centre</li><li><input type="checkbox"/> Guesthouse /Bed &amp; Breakfast/ Motel</li><li><input type="checkbox"/> Hotel /Pub/Tavern</li><li><input type="checkbox"/> Liquor store</li><li><input type="checkbox"/> Stall</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Mobile food vending vehicle</li><li><input type="checkbox"/> Restaurant</li><li><input type="checkbox"/> Service station</li><li><input type="checkbox"/> Snack Bar/ Kiosk</li><li><input type="checkbox"/> Club including sport club</li><li><input type="checkbox"/> Supermarket</li><li><input type="checkbox"/> Takeaway food business</li><li><input type="checkbox"/> Temporary food business</li><li><input type="checkbox"/> Charitable /fund raising /Community Organisation</li><li><input type="checkbox"/> <b>Businesses serving at risk persons.</b></li><li><input type="checkbox"/> Aged Care facility (eg hostel, nursing home)</li><li><input type="checkbox"/> Hospital</li><li><input type="checkbox"/> Home delivered meals to the elderly</li><li><input type="checkbox"/> <b>None of the above</b></li><li><input type="checkbox"/> OTHER including specialty shop</li><li><input type="checkbox"/> <b>If OTHER or speciality food shop please specify business type below</b></li></ul> |
|---|---|

Other business please specify \_\_\_\_\_

- (b) My business only sells low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturers or suppliers original sealed packaging  Yes  No

### Notes on the Retail Food Service Sector

1) The retail and food service sector is based on the type of business description. Within this group is a sub group defined as businesses serving at risk persons. These businesses will be classified as high priority. The category OTHER is also included for businesses not covered in the provided options.

2) **Low risk food** is a food that is unlikely to contain pathogenic (potentially harmful) micro-organisms and will not normally support their growth due to food characteristics. Examples are grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol and fats and oils. For the retail and food service sector **low risk food** also includes **whole** fruit and vegetables.

3) A **medium risk food** is a food that may contain pathogenic (potentially harmful) micro-organisms but will not normally support their growth due to food characteristics; or food that is unlikely to contain pathogenic micro-organisms due to food type or processing but may support formation of toxins or growth of pathogenic micro-organisms. Examples are cut fruit and vegetables, orange juice, canned meats, pasteurised milk, dairy products, ice cream, peanut butter and milk-based confectionery.

**DISTRIBUTION BUSINESSES**

<b>(a) What best describes your food distribution business type? TICK ONE BOX ONLY</b>	
<input type="checkbox"/> Importer <input type="checkbox"/> Food transport <input type="checkbox"/> Cold storage <input type="checkbox"/> Wholesale Distributor / Packer <input type="checkbox"/> Warehousing	<b>None of the above</b> <input type="checkbox"/> OTHER  <b>If OTHER please specify business type below</b>
<b>Other business please specify</b> _____  _____	
<b>(b) My business only sells low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturers or suppliers original sealed packaging</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Notes on the Food Distribution Sector**

1) Food transport includes general carriers that transport food.

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**OTHER DETAILS**

**Food Safe Accredited:**      Yes / No  
**Other Accreditation or training** Yes / No  
If so please show details

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*Optional:* Please state the most **appropriate time** for Council to visit the premises to conduct inspections or discuss food safety issues:

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**\*Appropriate time** means the premises are open to the public and all equipment commonly used on the premises *are operating*. Appropriate times are usually slightly before or after the busy lunch times. Please note that S.37 of the Food Act 2001 states that an officer may inspect any premises in relation to the selling of food at any reasonable time.

**Charity Community Groups:** (different rules are exempt to charity and community groups; please describe the types of food sold and where and approximately when they will be prepared; ie. BBQ cooked and prepared outside a certain shopping centre every month, cakes baked at a residential address and then sold at a certain festival.)

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Notification filled out by: \_\_\_\_\_

I declare that the above is true and correct, signed \_\_\_\_\_

<p><b>For Office Use Only</b></p> <p>Notification received by: _____</p> <p>Date Notification received:        /        /</p>
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