

## Form

# Food Business Notification

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.

### Notes on completing the food business ownership details (Page 2)

**Proprietor name:** Mandatory entry

**ACN:** Mandatory if your business is a company.

The Australian Company Number (ACN) applies to Companies registered with the Australian Securities and Investments Commission (ASIC). A company can be a Proprietary Limited (Pty Ltd) Unlimited Proprietary (Pty) Limited (Ltd) or No Liability (NL)

**Mailing address:** Mandatory entry.

All written communications with the proprietor of a food business will be sent to this address.

**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 (Page 4)

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

**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:** 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.



**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 three 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 entries.

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.

## Part 1 - Food business ownership details

Name of the Proprietor	
ACN Number (if applicable)	

### Mailing address:

Line 1	
Line 2	
Suburb	
Postcode	

### Contact details:

Business telephone	
Alternative contact	
Fax	
Email	

## Part 2 - Business location information

ABN number	
Registered business name	
Trading name of business	

**Street address (no PO boxes):**

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)
Line 1		
Line 2		
Suburb		
Postcode		

### Business information:

Number of employees handling food	
Number of full time equivalent employees handling food <i>eg. two people working 2.5 days per week equals one full time equivalent</i>	
Date business commenced	
Please provide a short description of the business and its operations:	

## 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.

☐

Manufacturing sector

See below

☐

Retail and food service sector

Go to page 6

☐

Distribution sector

Go to page 8

### Manufacturing sector

This food 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.

**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.

**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.

**Uncooked fermented comminuted meat products** are products such as salami and mettwurst that do not include cooking in the process of manufacture.

#### (a) Please tick the types of food manufactured by your business

Note: there may be more than one

<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

	Cooked and uncooked fermented meat products		Egg or egg products
	Edible oils and oil products		Sugar and confectionery products (including chocolate) or honey
	Raw fruit and/or vegetables		Infant or baby foods
	Processed fruit and/or vegetables		Alcoholic drinks
	Cereal and flour products		Ice and water including spring water
	Bakery goods, bread, pastries, cakes		<b>Other</b> (including mixed foods) <i>specify below</i>
<p><b>If you selected 'Other' please specify below:</b></p>			
<p><b>b) Does your business only manufacture low risk foods</b></p>		<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p><b>c) Do all foods manufactured by your business have a Pathogen Reduction step</b></p>		<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>
<p><b>d) Does your business manufacture uncooked fermented comminuted meat products (salami and similar uncooked meat products)</b></p>		<p><b>Yes</b></p> <input type="checkbox"/>	<p><b>No</b></p> <input type="checkbox"/>

## Retail and food service sector

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.

**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.

**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.

### (a) What best describes your food business type?

*TICK ONLY ONE BOX that represents the predominant description of the business*

Bakery	Mobile food vending vehicle
Butcher	Restaurant
Chemist / Pharmacy	Service station
Cafe	Snack bar / kiosk
Canteen	Club (including sport club)
Caterer	Supermarket
Child care centre	Takeaway food business
Delicatessen	Temporary food business

	Farm gate sales		Charitable / fundraising / community organisation
	Fishmonger / seafood	<b>Businesses serving at risk persons</b>	
	Fruiterer / greengrocer		Aged Care facility (eg hostel, nursing home)
	Function centre		Hospital
	Guesthouse / bed and breakfast / motel		Home delivered meals to the elderly
	Hotel / pub / tavern		Other (please specify):
	Liquor store		
	Stall		
<b>b) Does your business only sell low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturer's supplier's original sealed packaging?</b>			<b>Yes</b> <input type="checkbox"/>
			<b>No</b> <input type="checkbox"/>

## Distribution businesses

Food transport includes general carriers that transport food.

(a) What best describes your food business type?							
TICK ONLY ONE BOX that represents the predominant description of the business							
<input type="checkbox"/>	Importer	<input type="checkbox"/>	Wholesale distributor / packer				
<input type="checkbox"/>	Food transport	<input type="checkbox"/>	Warehousing				
<input type="checkbox"/>	Cold storage	<input type="checkbox"/>	Other				
If you selected 'Other' please specify below:							
b) Does your business only sell low risk foods (packaged and unpackaged) or medium risk foods received and sold in the manufacturer's supplier's original sealed packaging?			<table><tr><td>Yes</td><td>No</td></tr><tr><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						

### Authorisation:

Notification submitted by	
Signed	

### FOR OFFICIAL USE ONLY

Notification recieved by	
Date of receipt	

SUBMIT

Note: If auto submit does not work, save the form to your desktop and email as an attachment to the below address. hand written forms are also accepted when scanned or sent in hard copy to the below address.

## For more information

Food and Controlled Drugs Branch  
Department for Health and Ageing  
Lvl 1, 11 Hindmarsh Square  
Adelaide SA 5000  
Email: [HealthFood@sa.gov.au](mailto:HealthFood@sa.gov.au)  
Telephone: 8226 7100  
[www.sahealth.sa.gov.au/foodsafety](http://www.sahealth.sa.gov.au/foodsafety)

Sensitive (personal information)-I1-A1

