

APPLICATION TO REGISTER A FOOD BUSINESS

Food Act

Please ensure that this form is returned at least one month prior to commencement of business.

Part 1 – Proprietor’s Contact Details

Title: _____ Surname: _____ First Name: _____

Company Name: _____ ABN/ACN: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Email: _____

Preferred method of contact: Post / E-mail

Part 2 – Premises Location Details

Trading Name: _____

Site Manager’s Name (if different to Proprietor): _____

Premises Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Email: _____

Trading Name: _____

Site Manager’s Name (if different to Proprietor): _____

Premises Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Email: _____

Trading Name: _____

Site Manager’s Name (if different to Proprietor): _____

Premises Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____ Email: _____

Note: If your business operates from more than three locations, please attach a separate sheet of paper with their details as outlined above.

Part 3 – Development/Building Approvals

Note: If the premise is being constructed, or significantly renovated, the business must contact Development Assessment Services (DAS) and Building Advisory Services (BAS) to ascertain whether permits/approvals are required.

If applicable, have DAS provided consent for the location of my proposed business?..... YES NO

If “yes”, please provide the DP number: _____

If applicable, have BAS issued a certificate of occupancy for the property?..... YES NO

If “yes”, please provide details of certification: _____

Part 4 – Water Supply

Does your business utilise water from a private supply e.g. a bore, rainwater etc.?..... YES NO

If “yes”, have you attached your microbiological test result?..... YES NO

If “yes”, have you attached your chemical test result?..... YES NO

Note: Businesses using a private water supply e.g. bore water, rainwater etc. have a responsibility under the Food Regulations to demonstrate that they have a potable water supply. For more information, please refer to fact sheet 415 on our website or contact Environmental Health.

Part 5 – Description of Business

Please provide a short description of the business and its operations including normal trading hours, number of staff employed, normal trading periods (for seasonal businesses), the locations where you trade (for mobile food vans and market stalls), and the premises where food and equipment is stored, prepared, and cleaned (for mobile food vans and market stalls):

Note: You may be required to apply to your Local Council or event coordinator to receive a permit to trade at certain locations.

Please indicate the date which you intend to start trading (new businesses only): _____

Please indicate below in which sector your business operates, then complete only that section:

Manufacturer Sector
Go to Section 1

Retail and Food Service Sector
Go to Section 2

Distributor Sector
Go to Section 3

Section 1 – Manufacturer Sector

Note: This section is designed to determine a primary classification for your business.

Please tick **ALL** types of food manufactured by your business:

- | | |
|---|---|
| <input type="radio"/> Dairy products | <input type="radio"/> Raw fish, shellfish and seafood |
| <input type="radio"/> Raw meat and poultry | <input type="radio"/> Processed fish, shellfish and seafood |
| <input type="radio"/> Processed meat and poultry | <input type="radio"/> Soft drinks/non-alcoholic drinks/juices |
| <input type="radio"/> Cooked and uncooked fermented meat products | <input type="radio"/> Sugar products, confectionary, chocolate or honey |
| <input type="radio"/> Edible oil and oil products | <input type="radio"/> Egg or egg products |
| <input type="radio"/> Raw fruit and/or vegetables | <input type="radio"/> Infant or baby foods |

- Processed fruit and/or vegetables
- Cereal and flour products
- Bakery goods, bread, pastries, cakes

- Alcoholic drinks
- Ice and water including spring water
- Other: _____

Does your business manufacture potentially hazardous foods?¹ YES NO

If “yes”, do some or all foods manufactured by your business have a pathogen reduction step?² YES NO

If “yes”, does your business manufacture uncooked fermented meat products e.g. salami, mettwurst etc.?³ YES NO

Go to ‘Part 6 – Fees’.

¹ **Potentially hazardous foods** are foods that have to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Examples include raw and cooked meats, seafood, chicken, dairy products and cooked rice and pasta.

² A **pathogen reduction step** is a processing step that significantly reduces the microbial population present in a food material. Examples include cooking, pasteurisation, canning and fermentation.

³ **Uncooked fermented meat products** include manufactured/processed meat products e.g. salami, mettwurst etc. that do not include cooking in the process of manufacture.

Section 2 – Retail and Food Service Sector

Please tick **ONE** type which best describes your business:

- | | | |
|---|--|--|
| <input type="radio"/> Charitable / Community Org. | <input type="radio"/> Market Stall | <input type="radio"/> Butcher |
| <input type="radio"/> Mobile food vending vehicle | <input type="radio"/> Chemist / Pharmacy | <input type="radio"/> Bakery |
| <input type="radio"/> Café / Delicatessen | <input type="radio"/> Service Station | <input type="radio"/> Canteen |
| <input type="radio"/> Club (including Sport Club) | <input type="radio"/> Caterer | <input type="radio"/> Supermarket |
| <input type="radio"/> Restaurant | <input type="radio"/> Takeaway Food Business | <input type="radio"/> Home Business |
| <input type="radio"/> Farm Gate Sales | <input type="radio"/> Fishmonger / Seafood | <input type="radio"/> Fruiterer/Green Grocer |
| <input type="radio"/> Function Centre | <input type="radio"/> Boarding House / B & B / Motel | <input type="radio"/> Hotel / Pub / Tavern |
| <input type="radio"/> Liquor Store | <input type="radio"/> Other: _____ | |
| <input type="radio"/> Child Care Centre * | <input type="radio"/> Aged Care Facility (e.g. Hostel, Nursing Home) * | |
| <input type="radio"/> Charitable / Community Org *. | <input type="radio"/> Home Delivered Meals to the Elderly * | |

Note: * These business types serve at-risk persons and will be classified as high risk.

Does your business sell potentially hazardous foods?¹ YES NO

Does your business utilise food transport vehicles?..... YES NO

If you use a food vending vehicle, is it permanently stationed? YES NO

Does your business sell ready-to-eat food at a different location from where it is prepared?² YES NO

Go to 'Part 6 – Fees'.

Section 3 – Distribution Sector

Please tick **ONE** type which best describes your business:

- | | | |
|--|--|------------------------------------|
| <input type="radio"/> Importer | <input type="radio"/> Food Transport * | <input type="radio"/> Exporter |
| <input type="radio"/> Wholesale Distributor / Packer | <input type="radio"/> Warehousing | <input type="radio"/> Cold Storage |
| <input type="radio"/> Other: _____ | | |

Note: * Food Transport includes general carriers that transport food.

Does your business distribute potentially hazardous foods?¹ YES NO

Go to 'Part 6 – Fees'.

¹ **Potentially hazardous foods** are foods that have to be kept at certain temperatures to minimise the growth of pathogenic micro-organisms that may be present in the food or to prevent the formation of toxins in the food. Examples of potentially hazardous foods include raw and cooked meats, seafood, chicken, dairy products and cooked rice and pasta.

² **Ready-to-eat food** is food that is ordinarily consumed in the same state as that in which it is sold and does not include nuts in the shell and whole, raw fruits and vegetables that are intended for hulling, peeling or washing by the consumer.

Part 6 – Fees

Fees are expressed as revenue units and are adjusted each financial year in line with increases in the Darwin Consumer Price Index. As of 1 July 2015, revenue units are valued at \$1.15. The total fee is rounded down to the nearest dollar, as detailed below. All fees are GST exempt.

NOTE: NEW REGISTRATIONS MUST CONTACT ENVIRONMENTAL HEALTH TO DETERMINE YOUR RISK CLASSIFICATION PRIOR TO PAYMENT OF FEES.

Select **ONE** fee payment only:

Type of Activities	Revenue Units	Current Fee	✓
Food Business – Class 1 (High Risk)	180	\$207.00	<input type="radio"/>
Food Business – Class 2 (Medium Risk)	90	\$103.00	<input type="radio"/>
Food Business – Class 3 (Low Risk)	45	\$51.00	<input type="radio"/>

Payment and Submission

Fees can be paid over the phone, via post or in person at your nearest Receiver of Territory Monies (RTM) office:

RTM CASUARINA The Domain 16 Scaturchio St, Casuarina PO Box 40250 Casuarina NT 0811 Phone: (08) 8943 6219 Email: RTMCasuarina@nt.gov.au	RTM DARWIN 1st Floor, Palm Court 8 Cavenagh St, Darwin GPO Box 2391 Darwin NT 0801 Phone: (08) 8999 1628 Email: RTMDarwin@nt.gov.au	RTM ALICE SPRINGS 1st Floor, Alice Springs Plaza Todd Street Mall PO Box 4037 Alice Springs NT 0871 Phone: (08) 8951 6491 Email: RTMAlice@nt.gov.au
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If you pay via post or in person, you may submit this application to the RTM, who will then forward it on to the nearest Environmental Health office. If you pay over the phone, you will need to submit this application to the nearest Environmental Health office.

EH TOP END Floor 2B, Casuarina Plaza, 238 Trower Rd, Casuarina NT 0810 PO Box 40596, Casuarina NT 0811 Phone: (08) 8922 7377 Fax: (08) 8922 7036 envirohealth@nt.gov.au	EH EAST ARNHEM Community Health Building, Endeavour Square, Nhulunbuy NT 0880 PO Box 421, Nhulunbuy NT 0881 Phone: (08) 8987 0441 Fax: (08) 8987 0444 envirohealth@nt.gov.au	EH CENTRAL AUSTRALIA Peter Sitzler Building, 67 Stuart Highway, Alice Springs NT 0870 PO Box 721, Alice Springs NT 0871 Phone: (08) 8955 6122 Fax: (08) 8952 5927 envirohealth@nt.gov.au	EH BARKLY Health Development Building, Cnr Schmidt & Windley Sts, Tennant Creek PO Box 346, Tennant Creek NT 0861 Phone: (08) 8962 4302 Fax: (08) 8962 4420 envirohealth@nt.gov.au
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Note: For more information, please refer to the included fact sheet 230 Prescribed Fees – Food Regulations.

Part 7 – Declaration

I hereby declare that the information contained in this application is accurate and correct to the best of my knowledge.

Name: _____ Signature: _____ Date: _____

Note: Please submit to the nearest Environmental Health office. No signature is required if submitting the form electronically, as submission will be considered to be agreeing to the stated declaration.