



Application for Transfer of Registration of Food Premises *Food Act 2008*

I, (name) _____ ,

being the current proprietor(s) of the food premises described below, apply to transfer the registration of that premises as per the *Food Act 2008* for the period of 01 July to 30 June 20____.

Current Proprietor:

Name/s _____

Postal address: _____

Postcode: _____

Phone number: Home: _____ Work: _____ Mobile: _____

Email address: _____

Fax: _____

New Proprietor -

Name/s: _____

Postal address: _____

Postcode: _____

Phone number: Home: _____ Work: _____ Mobile: _____

Email address: _____

Fax: _____

Business-

Trading name: _____

Business address: _____

Postcode: _____

Phone number: Work: _____ Mobile: _____

Email address: _____

Fax: _____

Australian Business Number (ABN): _____

Description of use of Premises:

Please give a brief description of the Food Premises:

Number of full time staff?

(2 casual or part time staff is equal to 1 full time)

What is the main language spoken?

Food Safety Supervisor-

Name: _____

Postal address:

Postcode: _____

Phone number: Home: _____ Work: _____ Mobile: _____

Email address: _____

Fax: _____

Food Recall Contact:

Name: _____

Postal address:

Postcode: _____

Phone number: Home: _____ Work: _____ Mobile: _____

Email address: _____

Fax: _____

Food Safety Program (FSP) **

FSP Class: _____

Type of FSP: _____

If you have already given Council a Food Safety Program (FSP) – (please tick the box)

The FSP given to Council before has been reviewed and has not changed. Or,

The FSP given to council before has been reviewed and changed. A new FSP or changed version is attached.

Current proprietor/s signature: _____

Name/s: _____

Date: ____/____/____

New proprietor/s signature: _____

Name/s: _____

Date: ____/____/____

Fee Due: \$ _____

Office Use Only:

Reference Number: LC/ENV/PP/_____

Method of Payment:

Amount Paid: \$_____ Receipt Number:_____

Receipt Date: ____/____/____ Cash Cheque Eftpos Credit Card

**** Food Safety Program (FSP) Requirements:**

You must submit a copy of your FSP unless your business has been exempt from having a FSP. A food business is free from having a FSP if it sells only pre-packaged and low risk shelf foods, eg. packet chips, soft drinks, confectionary.

FSP Class 1: businesses are high risk, such as hospitals that should already have a FSP and are subject to third party audit.

FSP Class 2: are all the remaining businesses except those that are exempt from having a FSP.

Non-standard FSP type: a FSP developed independently and requires a third party audit.

Standard FSP type: a FSP developed using a State Government approved template and is not subject to a third party audit.

You must have a Food Safety Supervisor unless your business is exempt from having a FSP. Contact Council if you need more information on Food Safety Supervisor requirements.

Submitting your application:

Mail:- Post the signed, completed form together with any applicable fees or copies of any documentation to;
PO Box 21
HALLS CREEK WA 6007.
Fax to 03 5153 9576

Email to hcshire@wa.gov.au

In Person bring the completed form and supporting documents to
Council offices
71 Thomas Street HALLS CREEK

Service Centre Opening Hours:

8:00am to 4:00pm.
Monday to Friday.

Jan 18

Privacy Statement: -

The Halls Creek Shire Council asks for details about you to collect rates, approve permits and licences, and run a range of community services. The information you give to us on this form is used only for the reasons set out in the form and is not given to anybody else. Sometimes we may supply details about you to someone else, but only if we are allowed by law, or to protect someone or property.

When information is given out, Council will always try to make sure your privacy is protected in line with the information about Council's Privacy Policy by contacting our Information Privacy Officer on 08 9168 6007 or email hcshire@hcshire.wa.gov.au