Food Business Notification

This form is for a single food business location. If your business sells food from multiple locations, complete a separate form for each location.

Part 1 - Food business ownership details

Name of the Proprietor – Mandatory

ACN Number (if applicable) – mandatory if the business is a company ☐☐☐☐☐☐☐☐☐

Mailing address: (Mandatory – all written correspondence will be sent here)

Line 1	
Line 2	
Town	
postcode	

Contact details: (Mandatory – Primary number for phone contact; mobile, email is optional)

Primary Business telephone	
Alternative contact	
Email	

ABN: optional if you are not required to have one.

An ABN is required for businesses with annual turnover of $50,000+ (or $100,000+ for non-profits). Others may choose to register. Contact the Australian Taxation Office on 13 28 61.

Registered business name: (Mandatory if you trade under a name other than your personal name).

If registered under the National Corporations Act 2001 (ASIC), enter the registered company name. If registered under state/territory legislation, enter that registered business name. If unsure whether you need a registered business name, contact the Office of Consumer and Business Affairs on (08) 8204 9779.

Common trading name: required if you do not have a registered business name.

If you do not have a registered name, enter the name your business operates under.

ABN number	
Registered business name	
Trading name of business	

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Part 2 - Business location information - Street address (no PO boxes):

Address type (Mandatory)	Select one option: ☐ Street address for the business premise location ☐ Where a mobile food vending business is permanently stationed for business ☐ Where the mobile food vending/transport vehicle is normally garaged
Line 1	
Line 2	
Suburb	
Postcode	

Business information: Employees and FTE employees: mandatory (include food-handling employees only).

Number of employees handling food	
Number of full-time equivalent employees handling food eg. Two people working 2.5 days per week equals one full time equivalent	
Date business commenced (mandatory the date the business began at this location, or the year if unknown).	

Please provide a short description of the business and its operations:

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Part 3 - Food business sector information

The following sector questions are mandatory. Businesses may operate in one or more sectors: manufacturing, retail & food service, and distribution.

Example: a bakery that manufactures mainly for wholesale but also has an on-site shop should tick both manufacturing and retail & food service; a bakery that mainly retails should tick retail & food service only.

Tick all sector(s) your business operates in, then go to the indicated page(s) to complete each section.

☐ Manufacturing sector ☐ Retail and food service sector ☐ Distribution sector

Manufacturing sector

This sector is grouped by the type of food produced. Tick all applicable categories, including "Other" if none fit.

Low risk food is unlikely to contain pathogenic (potentially harmful) microorganisms and does not normally support their growth. Examples include grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol, and fats and oils.

A pathogen reduction step significantly reduces microbes in food. Examples include cooking, pasteurisation, canning, fermentation, or other steps that significantly reduce pathogenic organisms.

Uncooked Comminuted Fermented Meat (UCFM) products (e.g., salami and mettwurst) do not include a cooking step in manufacture.

(a) Please tick the types of food manufactured by your business Note: there may be more than one	
☐ Dairy products	☐ Raw fish, shellfish and seaford
☐ Raw meat and poultry	☐ Processed fish, shellfish and seafood
☐ Processed meat and poultry	☐ 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 an water including spring water
☐ Bakery good, bread, pastries, cakes	☐ Other (including mixed foods) specify below

If you selected "Other" please specify below		
b) Does your business only manufacture low risk foods	Yes ☐	No ☐
c) Do all foods manufactured by your business have a Pathogen Reduction step	Yes ☐	No ☐
d) Does your business manufacture uncooked comminuted fermented meat (UCFM) products (salami and similar uncooked meat products)	Yes ☐	No ☐

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Retail and food service sector

The retail and food service sector is based on business type. Businesses serving at-risk persons are classified as high priority. Use "Other" if none of the options apply.

Low risk food is unlikely to contain pathogenic (potentially harmful) microorganisms and does not normally support their growth. Examples include grains and cereals, bread, carbonated beverages, sugar-based confectionery, alcohol, fats and oils; in this sector, it also includes whole fruit and vegetables.

Medium risk food may contain pathogenic (potentially harmful) microorganisms but will not normally support their growth due to food characteristics; or are unlikely to contain pathogenic microorganisms due to food type/processing but may support their growth and toxin formation. Examples include 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	Business serving at risk persons
☐ 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) 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? Yes ☐ No ☐

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

☐ Importer	☐ Wholesale distributor/ packer
☐ Food transport	☐ Warehousing
☐ Cold storage	☐ 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? Yes ☐ No ☐

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Authorised representative to submit a food business notification in South Australia

Notification submitted by: _____

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY	
Notification received by EHO	
Date of receipt	
Date Approved by EHO & notified applicant	
Record Number	