

Food Business Notification / Registration Form

Shire of Donnybrook Balingup. Food Act 2008 2026-2027



FOOD BUSINESS DETAILS

Business name:

Business Address:

Townsite:

Postcode:

Postal Address:

Townsite:

Postcode:

Email:

Phone #:

ABN:

FOOD BUSINESS PROPRIETOR(S) DETAILS

Title(s) of Proprietor(s):

☐ Mr

☐ Mrs

☐ Ms

☐ Miss

☐ Mr

☐ Mrs

☐ Ms

☐ Miss

Name(s) of Proprietor(s):

Name(s) will appear on Certificate of Registration if applicable.

Proprietor One (1):

Proprietor Two (2) if applicable:

Address 1:

Townsite:

Postcode:

Address 2:

if applicable

Townsite:

Postcode:

Email:

Phone #:

Preferred contact person:

Please tick all that apply – locations for preparing or storing food (more than 1 may apply):

☐ Commercial Premises

Same as above? ☐ YES ☐ NO If no, please provide the address:

☐ Residential Premises

Same as above? ☐ YES ☐ NO If no, please provide the address:

☐ Food Van:

Is the garage address of this van the same as above?

☐ YES

☐ NO

If no, please provide:

Registration of van:

☐ Food Transport Vehicles:

Number:

Garage address same as above?

☐ YES

☐ NO

If no, please provide:

☐ Temporary Food Stall

☐ Labelling:

☐ Producing own labels (we require copies)

☐ Pre-packaged food, pre-existing labels

☐ Transporting Food:

☐ In a food transport vehicle

☐ In a vehicle used for passengers

☐ Activities:

☐ Catering for groups

☐ Childcare centre, aged care, delivered meals food business



Food Business Notification / Registration Form

Shire of Donnybrook Balingup. Food Act 2008 2025-2026



Please provide a summary of all food products to be sold, or attach a menu/product list:

This may include packaged foods, jams, cakes, chutney, sandwiches, soup, bread, meat, ready to eat meals, coffee, smoothies, salads, seafood, chicken, ice-cream, beverage production, etc.

Please indicate if you are making or selling any of the following foods/products:

- | | | | |
|---|---|---|--------------------------------|
| ☐ Aioli, hollandaise, tiramisu | ☐ Fermented foods (kombucha) | ☐ Dried cured meats (biltong, dried sausage) | |
| ☐ Oysters | ☐ Pate | ☐ Bean sprouts | ☐ Sushi |

Please provide a copy of food handler training qualifications, or outline of food safety experience (the Shire provides free online food safety training courses – visit the Shire website to learn more):

How many food handlers will be working in the business?

CHECKLIST OF REQUIRED INFORMATION TO BE INCLUDED WITH THIS APPLICATION:

- ☐ Plan layout of food premises listed in this application
- ☐ List of equipment (fridge/freezer, oven hot plate, deep fryer, etc.)
- ☐ List of facilities (hand washing facilities, sink, food storage and ventilation, etc.)

DECLARATION & SUBMISSION

When lodging this form, please ensure that all required information and attachments have been provided. Failing to do so may result in delays to your application.

Please be aware that by submitting this application, you will be required to pay a **fee**. You will be contacted by the Shire for payment. By signing below, you declare that the information you have provided in the application is accurate and true.

	Notification:	Low Risk:	Medium Risk:	High Risk:
Application Fee:	\$ 58.00	\$ 138.00	\$ 266.00	\$ 266.00
Annual Service Charge: (pro rata applies)	\$ 0.00	\$ 138.00	\$ 255.00	\$ 414.00

Signature: _____ Date: _____

In the case of a company, please state your position below:

