

# Food business application form



City of HOBART

## When to use this form

Use this form if you would like to:

- [register a food business](#) e.g. a permanent cafe, restaurant or eatery that prepares and serves food and drinks (including coffee)
- [register a mobile food business](#) e.g. a food business that is able to move around such as a food van, food tent etc.
- [give notification of a food business](#) e.g. a business that does not prepare, serve or handle food, only sells food that is packaged by the manufacturer such as a petrol station or bottle shop selling potato chips, cheese, lollies, chocolate etc.

Once you have submitted this form an officer will contact you to arrange for payment to be taken. Please refer to the [fees and charges](#) for current registration fees.

**For a once-off temporary food registration (an ongoing business) such as a stall at a local festival or market, you will be directed to another site to complete that application.**

**A new National Food Safety Standard has been introduced and will apply as of the 8 December 2023.** This means you may be required to nominate an accredited Food Safety Supervisor on this application (providing their full name and date of birth). Further information about this can be found on our [website](#).

If you are operating the food business in the name of a trust you will need to provide the details (full name and date of birth) of the nominated trustee.

For further information you can contact us at [coh@hobartcity.com.au](mailto:coh@hobartcity.com.au) or telephone [03 6238 2711](tel:0362382711).

**Food Act 2003 section 84, 87 and 89**

## Food business type

**My food business: (Select 1 option)** Required

- will operate from a fixed premises (has a permanent shop front)
- is a mobile food business (is able to move around such as a food van, food tent etc.)
- is a temporary ongoing business (e.g. operating for a limited number of days at a single event or festival)

Read this section if you selected 'is a temporary ongoing business (e.g. operating for a limited number of days at a single event or festival)' in *Food business type > My food business*:

## Application for Temporary Food Business Certificate

This information applies if you selected 'is a temporary ongoing business (e.g. operating for a limited number of days at a single event or festival)' in *Food business type > My food business*:

**To apply to register for a once-off temporary food business such as at an event, market or festival please complete and submit the [Application for Temporary Food Business Certificate](#).**

## Application type

I would like to: (Select 1 option) Required

- apply to register a food business
- notify my intention to operate a food business

This information applies if you selected 'apply to register a food business' in *Application type > I would like to:*

### Apply to register a food business

Registration of a food business (such as a cafe, restaurant or other eatery) is required if you will be preparing, handling and/or serving food and drinks (including coffee).

This needs to be renewed annually.

This information applies if you selected 'notify my intention to operate a food business' in *Application type > I would like to:*

### Notify my intention to operate a food business

Notification of a food business is for a business that will not be preparing, handling or serving food. You may have food or drinks for sale on the premises that has been packaged by the manufacturer.

For example, a petrol station or bottle shop that may sell potato chips, cheese, lollies, chocolate etc.

This is a once-off notification.

Have you already discussed your application with an Environmental Health Officer? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Application type > Have you already discussed your application with an Environmental Health Officer?*

What is their name? Required

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## Food business proprietor's details

I am operating as a: (Select 1 option) Required

- company (registered with ASIC and with an ACN)
- individual (not registered with ASIC)
- trust

Answer this question if you selected 'trust' in *Food business proprietor's details > I am operating as a:*

**Name of trust** Required

Answer this question if you selected 'company (registered with ASIC and with an ACN)' in *Food business proprietor's details > I am operating as a:*

**Company name** Required

Answer this question if you:

- selected 'company (registered with ASIC and with an ACN)' in *Food business proprietor's details > I am operating as a:*

Or if you:

- selected 'trust' in *Food business proprietor's details > I am operating as a:*

**ABN or ACN (this must match your company or trust name)** Required [ABN/ACN checker](#)

This information applies if you selected 'trust' in *Food business proprietor's details > I am operating as a:*

## Nominated trustee details

Answer this question if you:

- selected 'individual (not registered with ASIC)' in *Food business proprietor's details > I am operating as a:*

Or if you:

- selected 'trust' in *Food business proprietor's details > I am operating as a:*

**First name** Required

Answer this question if you:

- selected 'individual (not registered with ASIC)' in *Food business proprietor's details > I am operating as a:*

Or if you:

- selected 'trust' in *Food business proprietor's details > I am operating as a:*

**Last name** Required

Answer this question if you selected 'individual (not registered with ASIC)' in *Food business proprietor's details > I am operating as a:*

**ABN** Required [ABN/ACN checker](#)

Answer this question if you:

- selected 'individual (not registered with ASIC)' in *Food business proprietor's details > I am operating as a:*

Or if you:

- selected 'trust' in *Food business proprietor's details > I am operating as a:*

**What is your date of birth?** Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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**Email address** Required

**Mobile Telephone number** Required

Answer this question if you:

- selected 'individual (not registered with ASIC)' in *Food business proprietor's details > I am operating as a:*

Or if you:

- selected 'trust' in *Food business proprietor's details > I am operating as a:*

**Are you the primary contact person? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'yes' in *Food business proprietor's details > Are you the primary contact person?*

**Preferred contact method (Select 1 option)** Required

- email
- telephone
- Australia Post

Complete this section if you:

- selected 'no' in *Food business proprietor's details > Are you the primary contact person?*

Or if you:

- selected 'company (registered with ASIC and with an ACN)' in *Food business proprietor's details > I am operating as a:*

## Primary contact person details

**First name** Required

**Last name** Required

**Email address** Required

Telephone number Required

Preferred contact method (Select 1 option) Required

- email
- telephone number
- Australia Post

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## Food business details

Trading name Required

Is your application for a change of owner for an existing business? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Food business details > Is your application for a change of owner for an existing business?*

What was the name of the business? Required

Answer this question if you:

- selected 'company (registered with ASIC and with an ACN)' in *Food business proprietor's details > I am operating as a:*

Or if you:

- selected 'trust' in *Food business proprietor's details > I am operating as a:*

Full name of business contact Required

**Business telephone number** Required

## Premises address

**Unit/street number** Required

**Street name** Required

**Suburb (Select 1 option)** Required

- Battery Point
- Dynnyrne
- Fern Tree
- Glebe
- Hobart
- Lenah Valley
- Lower Sandy Bay
- Mount Nelson
- Mount Stuart
- New Town
- North Hobart
- Queens Domain
- Ridgeway
- Sandy Bay
- South Hobart
- Tolmans Hill
- West Hobart

**Is this your postal address? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'no' in *Food business details > Is this your postal address?*

**Postal address** Required

**What is the proposed date for opening?** Required (submitting online? Use the calendar icon on the right to select the date)

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## Hours of operation

**Monday** Required

**Tuesday** Required

**Wednesday** Required

**Thursday** Required

**Friday** Required

**Saturday** Required



Sunday Required

## Food and handling activities

What type of foods will be sold? Required (a menu or product list may be sufficient. This can be attached below.)

### Attachments



Please attach all files to the end of this form before submitting it.

What types of food handling activities or processes will be used? (Select 1 or more options) Required

- no processing
- cooking
- cooling
- reheating
- hot-holding, cold-holding
- cook-chill, sous vide
- vitamising
- packaging/repacking/labelling
- vacuum packing
- preparation in advance (>4 hours)
- offsite catering
- other

Answer this question if you made a selection that includes 'other' in *Food and handling activities > What types of food handling activities or processes will be used?*

Please specify Required

Do you have an accredited Food Safety Supervisor? (Select 1 option) Required

- yes
- no

This information applies if you selected 'yes' in *Food and handling activities > Do you have an accredited Food Safety Supervisor?*

### Food Safety Supervisor details

This information applies if you selected 'no' in *Food and handling activities > Do you have an accredited Food Safety Supervisor?*

**A new National Food Safety Standard has been introduced and will apply as of the 8 December 2023.**

You may be required to nominate an accredited Food Safety Supervisor. For more information visit our [website](#) or contact us on 6238 2711.

Answer this question if you selected 'yes' in *Food and handling activities > Do you have an accredited Food Safety Supervisor?*

First name Required

Answer this question if you selected 'yes' in *Food and handling activities > Do you have an accredited Food Safety Supervisor?*

Last name Required

Answer this question if you selected 'yes' in *Food and handling activities > Do you have an accredited Food Safety Supervisor?*

Date of birth Required

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Complete this section if you selected 'is a mobile food business (is able to move around such as a food van, food tent etc.)' in *Food business type > My food business:*

### Mobile food business

Does your mobile food business operate out of a registered vehicle? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'yes' in *Mobile food business > Does your mobile food business operate out of a registered vehicle?*

Vehicle registration number Required

Answer this question if you selected 'yes' in *Mobile food business > Does your mobile food business operate out of a registered vehicle?*

Vehicle make and model Required

Answer this question if you selected 'yes' in *Mobile food business > Does your mobile food business operate out of a registered vehicle?*

Vehicle colour Required

Answer this question if you selected 'yes' in *Mobile food business > Does your mobile food business operate out of a registered vehicle?*

What address will the vehicle will be garaged at? Required

Answer this question if you selected 'no' in *Mobile food business > Does your mobile food business operate out of a registered vehicle?*

What address will the food equipment be stored at? Required

## Food business layout

Please attach an A4 plan or photographs clearly showing the layout of your vehicle, cart, tent, booth or other mobile structure. Refer to the [Guidelines for Mobile Food Businesses](#) for more information.

**Attachments** Required



Please attach all files to the end of this form before submitting it.

## Food preparation and storage

**Will any food from your mobile food business be prepared and/or stored at another location not mentioned on this application? (Select 1 option)** Required

- yes
- no

Answer this question if you selected 'yes' in *Mobile food business > Will any food from your mobile food business be prepared and/or stored at another location not mentioned on this application?*

**Please provide details including the address of any premises where food will be stored or prepared.** Required

## Declaration

**In making this application: (Select 1 or more options)**

- I declare that the information on this application is true, accurate and complete. Required
- I acknowledge that this application is not valid and assessment of the application will not commence until all application fees are paid in full. Required
- I understand and agree that information on this form, and about the business and its on-going operation, may be shared between Authorised Officers, councils, and other jurisdictions to assess this application and the business' compliance with the Food Act 2003. Required
- I consent to receiving communications about this application in electronic form. Required
- I agree that by typing my name below I have signed this application. Required

Answer this question if you selected 'trust' in *Food business proprietor's details > I am operating as a:*

**As trustee named on this application I declare: (Select 1 or more options)**

- that I understand and acknowledge that I am acting on behalf of the trust and am responsible for the trust named on this application. Required

**Name of signatory** Required

**Date** Required (submitting online? Use the calendar icon on the right to select the date)

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For information on how Council manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#)

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*End of form*

*Don't forget to attach all files before submitting this form*