

## Primary Producers & Processors of Leafy Vegetables / Melons in a GFSI Recognised Scheme\*

Food Act 2008

\*Business must demonstrate current Global Food Safety Initiative (GFSI) Recognised Scheme certification (eg. Freshcare, GlobalGap and SQF).

### PART A – FOOD BUSINESS DETAILS

Section 107(1) / 110(2)

<b>Proprietor name:</b> (individual / body corporate / trustee*)			
<b>Postal address:</b>			
<b>Address of farm / processing facility:</b>			
<b>ABN:</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Primary language spoken:</b>			

\*If food business is operating under a trust, please write the name of the person who is the trustee.

### Food Recall Contact

<b>First name:</b>			
<b>Last name:</b>			
<b>Phone:</b>		<b>Mobile:</b>	
<b>Email:</b>			

# Environmental Health

## FOOD BUSINESS NOTIFICATION FORM

Enclose the following records you have made under your GFSI Scheme

Enclosed (tick)	Document	Example of records		
		Freshcare	GlobalGap	SQF
<input type="checkbox"/>	Address of farm/packing sites, crop, growing sites.	M1 Scope	Annex 1.2 - 1.2 Information on production sites.	Part B, 7.1.1.2 Property location records.
<input type="checkbox"/>	Overview of primary production and processing steps for each crop.	M1 Flowchart	AF1.1.2 Production and/or agronomic activities.	Part B, 2.4.3.6 Food safety plan flow diagram.
<input type="checkbox"/>	Map of all production and processing sites: boundaries, buildings/sheds, wastewater systems, growing sites, storage tanks, chemical/fuel storage, waste storage, soil amendment storage area, contaminated areas, etc.	M1 Property Map	AF1.1.1 Site maps.	Site maps made under Part B, 7.1 Site requirements.
<input type="checkbox"/>	Current GFSI Recognised Scheme Certificate.			

### Declaration

I, the person making this application, declare that:

- the information contained in this application is true and correct in every particular.
- the required GFSI Scheme records are enclosed (see Part A); and
- the prescribed fee is enclosed with this application (see Part B).

**Signature of applicant\*:** .....

\*In the case of a company, the signing officer must state position in the company.

**Date:** .....

**Please note:** The information gathered in this form will be used for purposes related to the administration of the *Food Act 2008 (WA)*. In accordance with regulation 51 of the *Food Regulations 2009 (WA)*, certain details (proprietor name, trading name and address details) may be made publicly available.

# Environmental Health

## FOOD BUSINESS NOTIFICATION FORM



### PART B – LODGING YOUR APPLICATION & FEES

Please submit this completed application with payment of **\$117.00** to:

Shire of Gingin  
 Environmental Health Department  
[mail@gingin.wa.gov.au](mailto:mail@gingin.wa.gov.au)  
 or  
 PO Box 510, Gingin WA 6503

#### Payment by phone

We accept payment via credit or debit card over the phone - please call **9575 5100** and speak to one of our customer service officers.

#### Payment in person

Payment can be made in person at the Shire's Gingin Administration Centre or Lancelin Office by credit card, cash, cheque or EFTPOS.

**\*\*Please allow up to 7 days for your application to be processed\*\***

### OFFICE USE ONLY

<b>Application approved?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Comments:</b>			
<b>Authorising Officer:</b>			
<b>Signature:</b>		<b>Date:</b>	
		<b>Receipt #:</b>	
		<b>Record #:</b>	