

Food Premises Registration

Date:

ABOUT THIS FORM

Use this form to register your food premises with Gunnedah Shire Council. This form is to be completed and submitted to Council prior to operation of a new food business or when there is a change of operator of a food business located within Gunnedah Shire Council area.

DETAILS OF BUSINESS OWNER/OPERATOR

Name:

Mailing Address:

Town/Suburb: State: Postcode:

Telephone: Mobile:

Email:

SUBJECT PREMISES

Company Name:

Business Trading Name:

Business Address:

Town/Suburb: State: Postcode:

Business Phone: ABN:

TYPE OF FOOD PREMISES

- | | | | |
|---------------------------------------|--|--|--|
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Café | <input type="checkbox"/> Canteen/Kiosk | <input type="checkbox"/> Takeaway food/drinks |
| <input type="checkbox"/> Supermarket | <input type="checkbox"/> General Store | <input type="checkbox"/> Food Caterer | <input type="checkbox"/> Fruit and Vegetable Store |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> Service Station | <input type="checkbox"/> Child Care Centre | <input type="checkbox"/> Licensed Club/Restaurant |
| <input type="checkbox"/> Baker | <input type="checkbox"/> Bed and Breakfast | <input type="checkbox"/> Ice Cream | <input type="checkbox"/> Chicken/Poultry |
| <input type="checkbox"/> Other: | | | |

OPERATING/BUSINESS HOURS

Start Time: Close Time:

Days of Week Open:

DEVELOPMENT CONSENT OR COMPLYING DEVELOPMENT CERTIFICATE DETAILS

Application Number: Date Issued:

Days of Week Open:

DETAILS OF FOOD SAFETY SUPERVISOR

Food Safety Supervisor:

Certificate Number: Date Issued:

Copy of Certificate provided to Council

NOTES

All food businesses in NSW must either:

- Hold a current NSW Food Authority License (this applies only to specific food businesses in sectors covered by a Regulation under the *NSW Food Act 2003*); or
- Notify Gunnedah Shire Council of their food activity details. This applies to almost all other food businesses and includes those involved in temporary events and businesses which sell any sort of food or food ingredient as any part of their business. It is required by national food law (Food Safety Standard 3.2.2)

The only exceptions to either of the above are not-for-profit fundraising events, which are not required to notify.

As well as notification, all food business must comply with the relevant food standards (see NSW food business legislation and standards for more information)

Inspection of premises:

Council's Environmental Health Officers carry out inspections of food premises from time-to-time, to check compliance with relevant food safety requirements and standards. After carrying out an inspection, an invoice will be forwarded for payment, in accordance with Council's Pricing Policy.

Food Safety Requirements:

The design, construction and the ongoing operation of all food premises must comply with the relevant requirements of the *Food Act 2003*, *Food Regulation 2010* and the Australian and New Zealand Food Authority (ANZFA) Food Safety Standards at all times.

Failure to comply with these requirements is an offence and which may result in the issue of a Food Improvement Notice, Prohibition Order, Penalty Notice (fine) or Court Proceedings.

HOW TO LODGE APPLICATION

Email: council@infogunnedah.com.au

Mail: Gunnedah Shire Council
PO Box 63
GUNNEDAH NSW 2380

Over the Counter: Gunnedah Shire Council
63 Elgin Street
GUNNEDAH NSW 2380

FEES

There is no fee to register your food business with Council. However, fees are charged for any inspection carried out by Council's authorised officers, in accordance with the *Food Act 2003* and *Local Government Act 1993*.

NOTES

The personal details requested on this form are required under the *Food Act 2003* and the *Local Government Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by council. You may also request Council to suppress your personal information from public register.

APPLICANT(S) SIGNATURE

Name (print):

Signature: Date:

OFFICE USE ONLY

Application received by: Date:

Referred to: Date: