

# Food Business Registration Form

**ALL fields must be completed.** Council must be notified if any details change. Email completed form to [council@lachlan.nsw.gov.au](mailto:council@lachlan.nsw.gov.au)

<b>SECTION 1 – FOOD BUSINESS DETAILS)</b>			
Trading Name <sup>1</sup> :			
Unit No:	Street Number:	Street:	
Suburb:		Postcode:	
Telephone:		Mobile:	
Email Address:		ABN/ACN:	
Business Type <sup>2</sup>			
Number of food handling staff:	Full Time	Part time	
Commencement date of business operation:			
<b>SECTION 2 – BUSINESS / PROPRIETOR DETAILS</b>			
Business Name <sup>3</sup> :			
Unit No:	Street No:	Street:	
Suburb:		Postcode:	
Telephone:		Mobile:	
Email Address:			
<b>SECTION 3 – PREFERRED MAILING DETAILS (if different from Section 2 above))</b>			
Name:			
Unit No	Street Number	Street:	
Suburb:		Postcode:	
<b>SECTION 4 – FOOD SAFETY SUPERVISOR DETAILS (attach a copy of the certificate/s)</b>			
Full Name:		Certificate No.:	
Telephone:	Mobile:	Certificate Expiry Date:	
<b>SECTION 5 – ARE YOU PREPARING OR STORING FOOD AT A LOCATION OTHER THAN THAT AT SECTION 1 ABOVE?</b>			
Yes		No	
Address:			
Type of premises <sup>4</sup> :			
<b>SECTION 3 – SIGNATURES (specify position as owner or director)</b>			
Name: .....		Signature: .....	
Position: .....		Date: .....	
Name: .....		Signature: .....	
Position: .....		Date: .....	

*It is an offence to provide false or misleading information, penalties apply (NSW Food Act Cl 42) Information collected is used only by Council for the administration of the NSW Food Act.*

**Notes:**

1. The name of food business **as promoted to the public**.
2. Business Type:
  - Market Stall
  - Mobile food vehicle (include vehicle registration details)
  - Takeaway – no dining in
  - Café/restaurant – dining available on premises
  - Bar (alcoholic drinks are classified as food)
  - Supermarket / general store
  - Home based food business
  - Wholesaler / distributor
  - Manufacturer
3. Name of business entity e.g.:
  - Sole trader (e.g. Mr/Mrs Smith)
  - Company (e.g. Smith Pty Ltd)
  - Trust: (e.g. The Smith Family Trust)
  - Not for Profit or Charitable Organisation: must also have a certificate of registration from the Australian Charities and Not for Profit Commission
4. Dwelling, industrial unit, factory, other (please specify)

**Legislation:** *The proprietor of a food business must not conduct the food business unless the proprietor has given written notice, in the approved form, of the information specified in the Food Safety Standards that is to be notified to the appropriate enforcement agency before the business is conducted. Penalties apply for failure to notify \$440 for an individual \$880 for a company (NSW Food Act Cl 100 (1))*

**Useful internet links:****NSW Food Act:**

<http://www.legislation.nsw.gov.au/viewtop/inforce/act+43+2003+FIRST+0+N/>

**Retail food businesses information**

<http://www.foodauthority.nsw.gov.au/retail>

**Food Safety Supervisor guidelines:**

<http://www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors/>

**Australian Food Safety Standards**

<http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>

**Food labelling guidelines:**

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/labelling\\_general\\_requirements.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/labelling_general_requirements.pdf)

**Temporary food business guidelines:**

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf)

**Mobile food business guidelines:**

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/Mobile\\_Food\\_Vending\\_Guidelines.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/Mobile_Food_Vending_Guidelines.pdf)

**Home based food business guidelines:**

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/home\\_based\\_food\\_businesses.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/home_based_food_businesses.pdf)

**Australian Charities and Not for Profit Commission (ACNC)**

<https://www.acnc.gov.au/>