**Event organisers** and **temporary, short-term food businesses** should use this form.

**Regular stall holders at events** and **ongoing food businesses** should use the Notify an Ongoing Food Business form.

Most food businesses including those involved in temporary events in NSW are required to notify their food activity details to the relevant enforcement agency unless exempt. This requirement is imposed by the Food Act 2003 (NSW).

Exempt businesses include: (a) ‘primary production’, eg farmers, storage/transport related to farm food and livestock; (b) current licence holders with the NSW Food Authority; and (c) not-for-profit businesses where the food is not potentially hazardous or the food will be consumed immediately after thorough cooking.

The notification must be updated if any details change, including:

 before any new food business or stall holder starts operation

 if the nature of the business changes if ownership changes

It is the responsibility of each food business to notify however in the case of most events where food is sold, it may be more convenient for organisers and stall holders to notify details at the one time.

**How to notify**

 Send this form to Walgett Shire Council via email: admin@walgett.nsw.gov.au or by mail: PO Box 31, Walgett, NSW, 2832, or in person at Walgett Shire Council, 77 Fox Street, Walgett, NSW, 2832.

\*Denotes required information

**Please tick one:**\* **New notification** **[ ]**  **Change of details** **[ ]**

**It is the responsibility of each food business to understand relevant food safety requirements and comply with them.**

**1. Main event details**

|  |  |
| --- | --- |
| Name of the event\* |  |
| Event start date\* |  | Finish date\* |  |

**1.1. Short description of event\***

**1.2. Event location\***

|  |  |
| --- | --- |
| Event address\* |  |
| Town / suburb\* |  | Postcode\* |  |
| Local council\* |  |

**2. Event organiser details\***

|  |  |
| --- | --- |
| Organiser company or body \* |  |
| Contact family name\* |  | First name\* |  |
| Office address\* |  |
| Town / suburb\* |  | Postcode\* |  |
| Local council\* |  |
| Phone (bus hours)\* |  | (after hours) |  |
| Fax |  |
| Email |  |

**2.1. Mailing address\*** (if same as organiser address write ‘as above’)

|  |  |
| --- | --- |
| Postal address\* |  |
| Town / suburb\* |  | Postcode\* |  |

**3. Stall holder details** (complete for each food stall at this event; if more than 2 please copy page and attach)

**3.1. Stall 1**

|  |  |
| --- | --- |
| Name of stall\* |  |
| Food business notification no. |  | Stall holder ABN |  |
| Proprietor/company name\* |  |
| Trading name |  |
| Address\* |  |
| Town/suburb\* |  | Postcode\* |  |
| Local council\* |  |
| Postal address\* |  |
| Town/suburb\* |  | Postcode\* |  |
| Contact family name\* |  | First name\* |  |
| Phone (bus hrs)\* |  | Phone (after hrs) |  |
| Fax |  |
| Email |  |

**3.2. Stall 2**

|  |  |
| --- | --- |
| Name of stall\* |  |
| Food business notification no. |  | Stall holder ABN |  |
| Proprietor/company name\* |  |
| Trading name |  |
| Address\* |  |
| Town/suburb\* |  | Postcode\* |  |
| Local council\* |  |
| Postal Address\* |  |
| Town/suburb\* |  | Postcode\* |  |
| Contact family name\* |  | First name\* |  |
| Phone (bus hrs)\* |  | Phone (after hrs) |  |
| Fax |  |
| Email |  |

**Food Safety Supervisor (FSS)**

Certain hospitality and retail food businesses in NSW are required to have at least one trained and appointed FSS. Businesses must also keep a copy of their certificate on the premises at all times to show inspectors. Temporary, short-term food businesses should refer to [www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors/](http://www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors/)

**4. Declaration and consent**

|  |
| --- |
| Personal information in this form may be protected by the Privacy and Personal Information Protection Act 1998 (NSW). By giving this information, I consent to the information being recorded on a database and stored. I also consent to this information being disclosed to other relevant Australian agencies involved in enforcement of food safety and labelling standards and health for relevant monitoring, compliance and/or investigation purposes. My consent includes interstate agencies as applicable. If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that Walgett Shire Council may take such action as itbelieves necessary including the disclosure of the information to any person or body the Authority considers has a legitimate interest in receiving it, and I consent to such disclosure. |
| Print name\* |  |
| Event organiser signature\* |  | Date\* |  |

Contact NSW Food Authority for further advice or information: 1300 552 406 or [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

**Office use only:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date received | / / | Date entered | / / | Fee received | $ |  |  |  |  |