From 1 September 2015 retail food businesses are required to notify their food activity details to their local Council, unless exempt. This requirement is imposed by the Food Standards Code and Food Act 2003 (NSW), and as a result retail food businesses will no longer be required to notify the Food Authority. This change benefits retail food businesses where food safety is overseen by their local Council, such as restaurants, cafes, takeaways, grocery stores and supermarkets, childcare providers-that provide food, caterers, mobile food outlets, food stall holders at regular, temporary or one-off events, school canteens, seafood retailers, importers of food or ingredients that retail the product, businesses which sell food as a smaller part of their business such as chemists, cinemas, corner stores, petrol stations, sporting facilities and temporary food vendors.

Notification details must include the location of each food premises used by the business. **The notification must be updated if any details change, including**:

 before any new food business or premises starts operation or moves location

 if the nature of the business changes

 if ownership changes

**How to notify**

 Send this form to Walgett Shire Council via email: [admin@walgett.nsw.gov.au](mailto: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 mandatory 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. Food business details**

|  |  |
| --- | --- |
| Proprietor / company name\* |  |
| Trading name of business\* |  |
| ABN |  |

**1.1. Primary business type** (tick one)**\***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Business type** | **Yes** | **Business type** | **Yes** | **Business type** | **Yes** |
| Aged care facility |  | Licensed club |  | Temporary food |  |
| Airline caterer |  | Meals-on-wheels |  | Water carter |  |
| Bakery retail |  | Mobile |  | Winery |  |
| Bed and breakfast |  | Mobile caterer |  | If Other, go to 1.2 |  |
| Canteen / kitchen |  | Newsagency |  |  |  |
| Caterer |  | Pharmacy |  |  |  |
| Charity |  | Poultry retail |  |  |  |
| Childcare centre |  | Pub / tavern |  |  |  |
| Community |  | Restaurant / cafe |  |  |  |
| Delicatessen |  | Restaurant / caterer |  |  |  |
| Fruit and veg retail |  | Retailer |  |  |  |
| Grocery retail |  | Seafood retail |  |  |  |
| Health food shop |  | Service station |  |  |  |
| Home delivery |  | Stall |  |  |  |
| Hostel |  | Street vendor |  |  |  |
| Hotel / motel |  | Supermarket |  |  |  |
| Kiosk |  | Take away food |  |  |  |

**1.2. Other type** (specify)

**1.3. Short description of business\***

**2. Contact details and address of food business**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact family name\* |  | | |
| First name\* |  | | |
| Office address\* |  | | |
| Lot & DP, WLL\* |  | | |
| Town / suburb\* |  | Postcode\* |  |
| Local council\* |  | | |
| Phone (bus hours)\* |  | (after hours) |  |
| Fax |  | | |
| Email |  | | |

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

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

**3. Food premises details**

**Reference list for type of premises**

|  |  |  |
| --- | --- | --- |
| Airliner | Market stall |  |
| Cold store / freezer | Mobile van / cart |  |
| Egg farm | Shop site |  |
| Fresh food market | Supermarket |  |
| Home site | Other |  |
| Kitchen |  |  |

**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. To find out more 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 the Walgett Shire Council may take such action as it believes 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. | | | |
| Business person name\* |  | | |
| Business person signature\* |  | Date\* |  |

**Exempt from notification**

• ‘Primary production’ food businesses, eg farmers, storage/transport related to farm food and livestock

• Current licence holders with the NSW Food Authority

• Not-for-profit businesses where the food is not potentially hazardous or the food will be consumed immediately after thorough cooking

**Contact the NSW Food Authority for further advice or information via:**

* 1300 552 406
* www.foodauthority.nsw.gov.au

**Office use only:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date received | / / | Date entered | / / | Advised Y/N |  |  |  |  |  |