

Request to Register Food Business

Guidance

This form is for the registration of a new food business or changing the details of an established business.

You can lodge the completed application form by:

Email: council@shellharbour.nsw.gov.au

In person: Council's Civic Centre at 76 Cygnet Avenue, Shellharbour City Centre

1. Business Details

This application is for:

- a new food business registration changing the details of an established business
(existing application number FD_____ / _____)

Business Name

Address

2. Type of Food Business

Please indicate:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Cafe | <input type="checkbox"/> Club / Pub / Hotel |
| <input type="checkbox"/> Bakery | <input type="checkbox"/> Supermarket |
| <input type="checkbox"/> Delicatessen | <input type="checkbox"/> General Shop / Corner Store |
| <input type="checkbox"/> Take Away | <input type="checkbox"/> Petrol Station |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Other _____ |

3. Proprietor Details

Organisation Name / Company Name (if applicable)

ABN

Name of business owner

Address

Preferred contact number

Email

4. NSW Planning Approval

Provide details of NSW Planning Approval for the Activity of a Food Business e.g Development Approval / Construction Certificate Number etc.

5. Food Safety Supervisor Details

Name of Food Safety Supervisor

Certificate Number

Expiry Date

6. Declaration

As the applicant, I hereby apply for registration of the food premises as described in this application. Council will need to determine if you have Planning Approval to undertake a food business activity at the nominated address. You will then be notified if your application is successful.

I acknowledge that my details will be entered into Council's Food Premises Database and that the food premises will also be inspected by Council Environmental Health Officers (there are prescribed inspection/administration fees associated when an inspection is carried out).

Applicant / Business Owner Name

Signature

Date

7. Fees and Charges

For a listing of applicable fees to accompany this application please refer to Council's Schedule of Fees & Charges

OFFICE USE ONLY

Administration Category

Inspection Category

Application Number

Fees Paid

Date Paid

Receipt Number