

Please complete this form to notify City of Newcastle (CN), of a food business as required by Section 100 of the *Food Act 2003*.

Note: Please download this form to complete electronically.

Part 1: Food Business Details

a) Reason for submitting form

- New Business
- Existing Business (updating information)
- Existing Business (change of owner)

Date on which changes will take affect or date of commencement of business:

Trade Name:

b) Location of the Food Premises

Unit No		House No		Street Name	
Suburb				Post Code	

c) Consent to Operate a Food Business

Please provide the development consent number (e.g., DA2000/01234) that provides consent for a food business to operate at this premises

DA Number

Information regarding recent development consents can be found on [CN's Application Tracker](#). Some historical consents can only be obtained by submitting an [Application for Historical Development Documentation](#).

d) Proprietor of the Food Business:

Complete applicable details

Company / Trust		OR Sole Trader/ Partnership	
Company Name		Name (s)	
Contact Person		Name (s)	
ABN		ABN	
Email		Email	

Phone		Phone	
Postal Address		Postal Address	

Part 2: Charitable Community Organisation

Only relevant charitable organisations to complete

The Organisation has been established solely for a charitable purpose under the *Collections Act 1966* and the Organisation is registered as a charity with the Australian Taxation Office,
or
The Organisation is a not for profit community organisation that operates for the general welfare of the community

Part 3: Business Details

Number of full-time food handlers (or total food handlers hours across the week / 35hrs)

5 or less, small

6 to 50, medium

Greater than 50, large

Type of Business

Bakery retail (hot pies)	3	Hotel/ Motel	22	Restaurant/ Caterer	37
Canteen/ Kitchen	8	Kiosks	23	Seafood Retail	39
Caterer	9	Licensed Club	24	Service Station	40
Charity	10	Manufacturer	25	Supermarket	44
Childcare Centre	11	Mobile	28	Take away food	45
Fruit and Vegetable Retail	16	Pub/ Tavern	35	Temporary food	46
Health Food Shop	18	Restaurant/ Cafe	36	Other:	51

Type of Food Premises

Factory	6	Market Stall	10	Supermarket	14
Home site (domestic)	8	Mobile Van/ Cart Vehicle rego:	12	Transport vehicle	15
Kitchen (commercial)	9	Shop site (retail)	13	Other:	

Part 4: Signature

I declare that all information given is true and correct.

Name of person signing

Position

Signature

Date

How to lodge this application

Lodgement Methods

Email

Enter the address of the property and the type of application (i.e., 'Food Business Notification ' in the subject line of the email. Emails are to be sent to regulation@ncc.nsw.gov.au

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Service Centre, located at 12 Stewart Avenue Newcastle West NSW 2302.

Fees

There is no fee for the submission of the Food Business Notification Form. Please refer to CN's [Fees and Charges](#) document on our website for details on the Administration Charge and Inspection Fees. This will be invoiced after the inspection.

Protecting your privacy

CN is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this notification may be accessed by an officer of CN and other relevant state agencies.

The application and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your notification is incorrect or changes.

Purpose of collection:	To enable CN as the appropriate regulatory agency, undertake its functions under the <i>Food Act 2003</i> .
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a regulatory requirement related to the operation of a food business.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle West will store details of the application. Individuals can access the details of the notification under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02) 4974 2000.