

Food Business Notification



Use this form to notify *Newcastle City Council* of a food business as required under Section 100 of the Food Act 2003.

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

Part 1: Applicant details

Trading Name

Food Business ABN

Location of the property **Unit No** **House No** **Street**.....

Suburb.....

Ownership Details

Please complete relevant section

(A OR B)

A). COMPANY

Company name.....

Main Contact:..... **Position**:

Postal address:.....

..... **Post Code**:

Phone: (.....)..... **Mobile**:.....

E-mail:.....

OR

B). SOLE TRADER/PARTNERSHIP

Full Name(s):.....

.....

Postal address:.....

..... **Post Code**:

Phone: (.....)..... **Mobile**:.....

E-mail:.....

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 equivalent)	<input type="checkbox"/> 5 or less <input type="checkbox"/> 6 to 50 <input type="checkbox"/> greater than 50 Small medium large					
	Number of fulltime or equivalent food handlers. <i>i.e. number of people working on an average shift</i>					
Type of business	Business Type		Business Type		Business Type	
	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 & Vegetable Retail	16	Pub/Tavern	35	Temporary food	46
	Health Food Shop	18	Restaurant / Café	36	Other	51
Type of food premises	Factory	6	Market stall	10	Supermarket	14
	Home site	8	Mobile van / cart	12	Transport vehicle	15
	Kitchen	9	Shop site	13	Other:	

Part 4: Signature

Your declaration	<p>I declare that all the information given is true and correct.</p> <p>Name:..... Position:.....</p> <p>Signature:..... Date:.....</p>
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Protecting your privacy

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

Purpose: This information is a requirement under Clause 100 of the *Food Act 2003*

Intended recipients: Regulatory Services and the public (upon request)

Supply: legally required

Consequence of non-provision: An offence under the provisions of the *Food Act 2003*

Storage and security: Your information will be stored in an electronic database and will only be available to delegated officers of Newcastle City Council, the NSW Food Authority and the public (upon request)

Access: Your information can be checked for accuracy by calling 4974 2000.

How to lodge

Applications can be lodged either:

- In person at the Customer Enquiry Centre, located on the ground floor of **282 King Street, Newcastle**. We are open for business from 8.30am to 5.00pm, Mondays to Fridays.
- By mail – Postal address: Newcastle City Council, PO Box 489, Newcastle 2300
- Email - mail@ncc.nsw.gov.au

NEWCASTLE CITY COUNCIL
 282 King Street, Newcastle NSW 2300
 PO Box 489, Newcastle
 Telephone: (02) 4974 2000
 Email: mail@ncc.nsw.gov.au
 Web: www.ncc.nsw.gov.au