

**Contact Details:**

Postal Address: PO Box 177, Macksville NSW 2447  
Telephone: (02) 6568 2555

**Office Location:**

44 Princess Street, Macksville NSW 2447

**Website:**

www.nambucca.nsw.gov.au

**Email:**

council@nambucca.nsw.gov.au

Updated: July 2024 Our Ref: 33280/2020

# NOTIFICATION of FOOD BUSINESS

Food Act 2003 Section 100, 101A  
Food Safety Standard 3.2.2 of the Food Standard Code  
Local Government Act Section 68

## 1. Business Owner Details

Mr  Ms  Mrs  Dr  Other:

Given name/s

Surname/s

Name of company/organisation

ABN or ACN (if any)

Registered food business trade name ("Trading As")

Are you a registered not-for-profit organisation?

Yes  No

## 2. Billing and Contact Details

### Business Owner Contact Details :

Postal Address:

Suburb or town:

State:

Postcode:

Daytime phone:

Mobile:

Email:

Nominate preferred contact method:

Email

Phone

Mobile

Postal Address

## 3. Type of food business (choose one box only)

**FIXED**

- Food Business – applies to food outlets operating from fixed premises (excluding school canteens, childcare facilities or home-based businesses) – **go to section 4**
- School Canteen – **go to section 4**
- Childcare Facilities – **go to section 4**
- Home-Based Food Business – applies to food businesses where food for sale occurs at an address which is a domestic premise – **go to section 4**

**NON-FIXED**

- A food business that doesn't operate from a fixed premises, for example a market stall or food truck – **go to section 5.**
- Water Carter – applies to operators that supply water for potable use – **go to section 9**

#### 4. Details for fixed food business

##### Food Outlet Address:

Street Address:

Suburb or town:

State:

Postcode:

Daytime phone:

Has a food business previously operated (or is operating) from the address:  Yes  No

Please make selection below if any of the following apply to your normal opening hours

- Night Only (opens after 5pm)
- Weekends Only
- Seasonal Only

If you chose seasonal, please specify months and normal opening hours

#### 5. Type of food and its preparation

Tick **every** box which is applicable to your food business

- Food is ONLY sold and served in the supplier's original package
- Food is prepared at another location and ONLY served on site
- You sell products that do not require temperature control
- Your food requires temperature control (such as refrigeration or to be kept hot)
- Your food is ready-to-eat e.g. curries, sandwiches, sushi
- You use raw eggs in sauces such as mayonnaise, aioli and desserts without a cooking step

#### 6. Food Safety Supervisor Requirements

##### Food Safety Supervisor

Some food businesses are required to have a Food Safety Supervisor (FSS). Go to the [NSW Food Authority website](#) to learn if you need a Food Safety Supervisor.

Do you require an FSS for your Food Business:

- Yes  No

If you are a fixed food business **go to section 10**

#### 7. Details for non-fixed food businesses

Do you have a food business registration / notification with another local government area?

- Yes  No

If yes, please name the LGA

*(Please attach your food business registration or notification with that LGA to this notification)*

Please make selection below if any of the following apply to your normal opening hours

- Night Only (opens after 5pm)
- Weekends Only
- Seasonal Only

If you chose seasonal, please specify months and normal opening hours

Are you a non-fixed food business trading from public road reserves **without** specified council approval?

(Note: specified Council approval is a licence agreement or operating at an approved market/event)

- Yes **Go to Section 8**  
 No **Go to Section 10**

## 8. Section 68 Approval

### Local Government Act, Section 68 – approval to undertake an activity

This section applies to a non-fixed food business trading from a public road reserve without specified council approval (i.e. licence agreement). A Section 68 approval is not required for non-fixed businesses operating at an approved market or event.

I wish to obtain approval to operate within a public place within the Nambucca Local Government Area.

### Provide the following details in respect to the Vehicle:

Registration No:

### Public Risk and Property Damage

The vehicle owner/operator must keep an Insurance Policy in respect to public and products liability of an amount of not less than \$20 million (for each accident or event). An insurance policy confirming compliance with this requirement must be submitted and must cover injury, loss or damage to persons or property arising out of the activity carried out under this permit or the granting of this permit by the council.

Is a copy of Insurance policy attached to this application?

Yes  No

Go to section 10.

## 9. Water Carter

This section applies to a water carter operating within the Nambucca Local Government area.

Council will use the information on this form to organise an inspection of the water carter vehicle and initiate the Section 68 approval and licencing arrangements.

Vehicle registration:

Tank Capacity

## 10. Applicable Fees and Charges

To view the applicable fees and charges associated with this application please refer to Council's adopted fees and charges at [www.nambucca.nsw.gov.au](http://www.nambucca.nsw.gov.au)

## 11. Privacy and Personal Information Protection Notice

- This information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- Your information may comprise part of a public register related to this purpose;
- Your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- Your personal information can be accessed and corrected at any time by contacting this Council.

## 12. Receiving our Food Safety Updates

As part of your notification to Council you will be sent food safety newsletters and other correspondence by email from time to time. The aim of this is to keep businesses informed about key food safety issues and updated on any legislation changes that might affect your business.

Please contact Council if you have any strong objections to receiving email updates.

## Name/s and Signature/s

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my lodgement to be delayed or rescinded.

Name/s: .....

Signature/s: ..... Date: ...../...../.....