

Food and Beverage Vendors Notification Form

Date:

EVENT DETAILS

Event Name:

Event Organiser:

Event Location:

Event Date:

STALL HOLDER DETAILS

Trading Name:

ABN:

Business Address:

Contact Name: Contact Phone:

Email:

Do you have a:

- | | |
|---|---|
| <input type="checkbox"/> Registered fixed food premises | <input type="checkbox"/> Registered home based food business |
| <input type="checkbox"/> Registered mobile food vehicle | <input type="checkbox"/> Registration with your Local Council (outside of the Council area where event is being held) |

DETAILS AND REQUIREMENTS

Please select what will be included in your stall:

- Mobile Vehicle
 Trailer
 Van
 Vending Cart
 Temporary Marquee

Stall Dimensions (Metres):

Will you require power? Yes No Power type:

Does the stall use gas? Yes (You must have current compliance) No

Will you be cooking on site? Yes No - Food prepared and transported to the event site

IF NO:

How and where will food be prepared?

.....

.....

How will food be transported to the event?

.....

.....

How will food be stored at the event?

.....

.....

Are staff trained in Safe Food Handling? Yes No

Is there a nominated Food Safety Supervisor? Yes No

DOCUMENTS TO BE PROVIDED TO COUNCIL

Copy of the Food Safety Supervisor's Certificate

Copy of the Public Liability Insurance

NOTES

Food Business Notification:

All food businesses in NSW must either:

- Hold a current NSW Food Authority License (this applies only to specific food businesses in sectors covered by a Regulation under the NSW Food Act 2003); or
- Notify Gunnedah Shire Council of their food activity details. This applies to almost all other food businesses and includes those involved in temporary events and businesses which sell any sort of food or food ingredients as any part of their business. It is required by national food law (Food Safety Standard 3.2.2)

The only exceptions to either of the above are not-for-profit fundraising events, which are not required to notify.

As well as notification, all food businesses must comply with the relevant food standards (see NSW food business legislation and standards for more information).

Inspection of premises:

Council's Environmental Health Officers carry out inspections of food premises from time-to-time, to check compliance with relevant food safety requirements and standards. After carrying out an inspection, an invoice will be forwarded for payment, in accordance with Council's Pricing Policy.

Food Safety Requirements:

The design, construction and the ongoing operation of all food premises must comply with the relevant requirements of the Food Act 2003, Food Regulation 20110 and the Australian and New Zealand Food Authority (ANZFA) Food Safety Standards at all times.

Failure to comply with these requirements is an offence and which may result in the issue of a Food Improvement Notice, prohibition Order, Penalty Notice (fine) or Court Proceedings.

HOW TO LODGE APPLICATION

Email: council@infogunnedah.com.au

Mail: Gunnedah Shire Council
PO Box 63
Gunnedah NSW 2380

Over the Counter: 63 Elgin Street, Gunnedah

APPLICANT(S) SIGNATURE

Name (print):

Signature: Date:

OFFICE USE ONLY

Application received by: Date:

Referred to: Date: