



# Food Business Registration / Change of Details

10 Graham Place, CASINO  
19-25 Woodburn Street, EVANS HEAD  
Locked Bag 10, CASINO, NSW, 2470  
Phone: 02 6660 0300 Fax: 02 6660 1300 [council@richmondvalley.nsw.gov.au](mailto:council@richmondvalley.nsw.gov.au)

<b>Office use only</b>	
FD No: <small>(existing foodshop)</small>	Property ID:
Date Received:	Land ID

Notification of		
<input type="checkbox"/> New food business	<input type="checkbox"/> Change of details	
<input type="checkbox"/> Commercial Food Premises	<input type="checkbox"/> Mobile food Vehicle <small>(inc trailers)</small>	<input type="checkbox"/> Caterer
<input type="checkbox"/> Food stall	<input type="checkbox"/> Home based business	<input type="checkbox"/> Registered not for Profit

Food business details		
Trading name:		
Unit no:	Street No:	Street:
Suburb:		Postcode
Telephone:		Mobile:
Email:		ABN/ACN
Business Type		
Number of food handling staff	Full Time:	Part Time:
Commencement date of business operation:		

Proprietor / owners details		
Business Name:		
Unit No:	Street No:	Street:
Suburb:		Postcode:
Mailing Address <small>(if different from above)</small>		
Suburb:		Postcode:
Telephone:		Mobile:
Email:		

Food safety supervisor details (attach copy of certificate/s)	
Full Name:	
Telephone:	Mobile:
Certificate No:	Certificate Expiry Date:
Full Name:	
Telephone:	Mobile:
Certificate No:	Certificate Expiry Date:

Food handling locations			
List all the locations where food handling occurs that relates to this business (eg storing, washing, preparing, cooking or packaging)			
Street No.	Street	Suburb	Type of premises (eg home, factory, industrial unit, other)

Declaration		
I declare that to the best of my knowledge, the information provided in this application is accurate and correct		
Proprietors name(s) (for companies please list directors)	Proprietors Signature (s)	Date

**Legislation:** The proprietor of a food business must not conduct the food business unless the proprietor has given written notice, in the approved form, of the information specified in the Food Safety Standards that is to be notified to the appropriate enforcement agency before the business is conducted. Penalties for failure to notify may range for an individual \$400 upward to over \$800 for a company. (NSW Food Act CI 100(1))

**Useful Links:**

NSW Food Act 2003

<https://www.legislation.nsw.gov.au/viewtop/inforce/act+43+2003+FIRST+0+N/>

Retail Food Business Information

<http://www.foodauthority.nsw.gov.au/retail>

Australian Food Safety Standards

<http://www.foodstandards.gov.au/industry/safetystandards/pages/default.aspx>

Food Labelling Guidelines

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/labelling\\_general\\_requirements.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/labelling_general_requirements.pdf)

Temporary Food Business Guidelines

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/temp\\_events\\_guideline.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/temp_events_guideline.pdf)

Mobile Food Business Guidelines

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/Mobile\\_Food\\_Vending\\_Guidelines.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/Mobile_Food_Vending_Guidelines.pdf)

Home Based Food Business Guidelines

[http://www.foodauthority.nsw.gov.au/Documents/industry\\_pdf/Home\\_Based\\_Food\\_Businesses.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry_pdf/Home_Based_Food_Businesses.pdf)