



Food Premises Registration

Under the Food Act 2003 and Food Regulation 2015

File Reference:

Expiry Date: 30 June 2021

About this form

Use this form to register the operation of a food premises and provide details of the proprietor of a food premises to Woollahra Municipal Council.

Documentation

Council's Food & Health Officer may require proof of Place of Residence.

Lodgement

Please see below

Any questions

Phone Customer Service on (02)9391 7000, or call in personally (see page 2)

Food Premises Proprietor's Details

1. Proprietor's name, residential address and contact details.

This is where you provide your personal details. The business details must be provided below.

Title: Mr Mrs Miss Ms Other
ACN: or ABN:
Name of Proprietor:
Residential Address of Proprietor:
.....Post code:
Phone: (B) Mobile:
Phone: (H) Email:

Food Safety Supervisor (FSS) Details

2. Food Safety Supervisor name and details of valid certificate.

Name of FSS:
FSS Certificate Number:
Date issued:
Refresher due date:

Business Details

3. Business &/or Company Names, address and contact details.

This is where you provide the address of the food premises and business related details.

Name of Business:
Address of Business:
.....Post code:
Name of Company:
ACN: or ABN:
Business Type (eg Cafe, Restaurant).....
Phone: (B) Mobile:
Phone: (H) Email:
Contact person (Only if a company etc):
Insurance Policy Number:

Signatures

I confirm that the information provided in this form is true and correct and I acknowledge that the lodgement of this form does not authorise commencement of operations. Operations should not commence until a Food & Health Officer of Council has inspected the premises and confirmed the premises are compliant with all relevant legislation.

Signature: Date:.....

Consent Details

4. Details of approvals granted to operate, approved hours of operation, and the type of food production/sale.

You cannot carry on any business activity unless a valid development consent exists or existing use rights exist.

Development Consent No:

Hours of operation approved under Development Consent:

Opening Hours:

Construction Certificate No.: (New premises)

Description of sale activity that currently has Development Consent:

Diagram/plan of premises layout attached: Yes No

OFFICE USE ONLY

To be completed by Council’s Cashier and Customer Service Officer.

GST may be applicable (please check receipt)

Retain your receipt as proof of lodgement of the application.

Receiving Officer:.....Date:

Cashier:Date:

Fee Type	Fee	Receipt Code
Annual Administration Charge	\$130.00	T541
Total:		

How to lodge this registration form

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: The Food & Health Officer handling your registration in the Compliance Department.

If you wish to discuss a proposal with one of our Food & Health officer, it’s essential that you arrange an appointment. We recommend that you consult with the Food & Health officer before lodging this form.

If you need assistance in determining if a valid development consent exists for the property you should speak with Council’s Customer Service Officers and carry out a Development Application history check of the property. Please note a fee is payable for this service.

Fees

Woollahra Municipal Council charges an annual Administration Charge of \$130.00 levied under the *Food Amendment Act 2007*. The charge is for the maintenance of the required Food Premises Register and the routine reporting of Council’s activities to the NSW Food Authority.

‘Food Premises inspection’ fees are payable as and when inspections are carried out by Council’s Food & Health Officer. The inspection fee charge is \$92 for an inspection up to 30 minutes (including travelling) and \$180 for any inspection over 30 minutes (including travelling)

Payment methods

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached “Credit Card Payment” form.

For cheque payments, please make payable to Woollahra Council.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993 and the Food Act 2003* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Acts. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

