



# NOTIFICATION OF FOOD BUSINESS

## (\$100 FOOD ACT 2003) (FSC 3.2.2 CI 4)

This form is to:

- Notify of a new food premises in the Camden LGA.
- Notify of a mobile food van trading on private land.
- Update the details of an existing food premises.
- Update the ownership of an existing food premises.

\* Mandatory Field

Part 1: Premises Details

Trading Name\*

Unit/Shop Number\*  Street Number\*  Street\*

Suburb\*  Lot\*  DP\*

Is this a:  New Premises  
 Existing Premises – Updating Details  
 Existing Premises – Updating New Ownership

Vehicle Registration (If Applicable)

Part 2: Details of Off-Site Food Preparation Area(s)

Do you prepare food in an off-site location (e.g a home kitchen, commercial kitchen or other location)? \*

Yes  No

If yes, please provide the address and a copy of the approval for this business location.

Address:

## Part 3: Ownership Details

This Business is Owned by a: \*  Sole Trader  
 Company  
 Trust

Sole Trader/Company/Trust Name \*

ABN/ACN \*

Director/Contact Person \*

Business Phone Number

Mobile Phone Number \*

Email Address \*

Postal Address \*

## Part 4: Business Type \* (Tick Most Appropriate)

- |   |  |
|---|--|
| <input type="checkbox"/> Bakery   | <input type="checkbox"/> Community/Church Centre         |
| <input type="checkbox"/> Bar  | <input type="checkbox"/> Party Venue                     |
| <input type="checkbox"/> Function Centre                                    | <input type="checkbox"/> Restaurant                      |
| <input type="checkbox"/> Café   | <input type="checkbox"/> Family Day Care                 |
| <input type="checkbox"/> Canteen/School                                     | <input type="checkbox"/> Food Authority                  |
| <input type="checkbox"/> Home Business                                      | <input type="checkbox"/> General Store                   |
| <input type="checkbox"/> Mobile Food Vehicle Trading on Private Land (SEPP) | <input type="checkbox"/> Greengrocer                     |
| <input type="checkbox"/> Kiosk  | <input type="checkbox"/> Grocery/Supermarket             |
| <input type="checkbox"/> Caterer  | <input type="checkbox"/> Retail Seafood                  |
| <input type="checkbox"/> Childcare Centre                                   | <input type="checkbox"/> Service Station                 |
| <input type="checkbox"/> Club   | <input type="checkbox"/> Takeaway                        |
| <input type="checkbox"/> Delicatessen                                       | <input type="checkbox"/> Out of School Hours Care (OOSH) |

Other

Part 5: Types of Food for Sale\* (Tick All that Apply)

Category 1	Category 2	Category 3
<input type="checkbox"/> Whole fruit and vegetable <input type="checkbox"/> Pre-packaged food NOT requiring temperature control <input type="checkbox"/> Cakes/biscuits/slice/desserts with no fresh cream or custard <input type="checkbox"/> Bread/pastry <input type="checkbox"/> Jam/sauce/condiments with no samples <input type="checkbox"/> Drinks	<input type="checkbox"/> Cut fruit/vegetables (including salad dishes) <input type="checkbox"/> Pre-packaged foods requiring temperature control <input type="checkbox"/> Cakes/biscuits/slice/desserts with fresh cream or custard <input type="checkbox"/> Ice cream/gelato/soft serve/acai <input type="checkbox"/> Jam/sauce/condiments with samples <input type="checkbox"/> Cold meat dishes <input type="checkbox"/> Cooked meat dishes <input type="checkbox"/> Cooked vegetable dishes <input type="checkbox"/> Sandwiches	<input type="checkbox"/> Raw egg dishes (including mayonnaise, aioli) <input type="checkbox"/> Non-commercial made pate <input type="checkbox"/> Sushi <input type="checkbox"/> Dishes with seafood <input type="checkbox"/> Sous Vide

Other Food for Sale:

Part 6: Food Safety Supervisor (FSS)

To determine if you are required to have a FSS, please see the [Food Authority Website](#).

Food Safety Supervisor Name	Certificate Identification Number	Expiry Date
<input style="width: 330px; height: 30px;" type="text"/>	<input style="width: 280px; height: 30px;" type="text"/>	<input style="width: 230px; height: 30px;" type="text"/>

*Please attach a copy of the FSS certificate with your application*

Part 7: Declaration

- I declare that the information provided on this form is complete and correct.\*
- I understand that this notification does not grant development consent of the activity, nor does it approve the construction or fit out of the premises for its intended use.\*

Name*	Signature*	Date*
<input style="width: 310px; height: 30px;" type="text"/>	<input style="width: 320px; height: 30px;" type="text"/>	<input style="width: 210px; height: 30px;" type="text"/>

The information that Council is collecting from you is personal information for the purposes of the [Privacy and Personal Information Protection Act 1998](#) (‘the PPIP Act’) and Council’s [Privacy Management Plan](#). This Privacy Notification outlines how Council collects, uses and protects your personal information.

**Purposes of collection:** Your personal information is being collected to process your application or notification.

**Intended recipients:** The intended recipients of the personal information being collected are Council officers, NSW Food Authority and any approved contractors required to provide this service.

**Supply:** The supply of your personal information is required by law. If the information is not provided, Council will not be able to process your application or provide the service you have requested.

**Access/correction:** You have the right to access your personal information held by Council and to request the correction of any inaccurate or incomplete personal information Council holds about you. Council will consider any such application in accordance with the PPIP Act and its Privacy Management Plan.

**Public register:** You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the PPIP Act and its Privacy Management Plan. Where the register is held by another authority, such as the NSW Food Authority, requests must be made directly to that authority.

**Relevant agency:** Council is the agency that is collecting and holding your personal information. Council’s address and other contact details are detailed on this form.

## Part 8: Lodgement Details

You can lodge your notification by:

**EMAIL:** [mail@camden.nsw.gov.au](mailto:mail@camden.nsw.gov.au)

**MAIL:** Camden Council, PO Box 183 CAMDEN NSW 2570

**WHAT NOW:** Once your notification is received, a Council Officer will contact you if further information is required. For further information regarding your application, please contact us on:

**PHONE:** 13 22 63

**WEBSITE:** <https://www.camden.nsw.gov.au>