

Notification of B & B Accommodation

Food Act 2003

Local Government Act 1993



ABN Details

Instructions for completion:

- 1) Enter your ABN, ACN or name in the search function at <http://www.abr.business.gov.au>
- 2) Identify and click on the correct & current ABN
- 3) Complete the details below as per the 'Current details' search results

Entity Name:			
ABN:			



Business Details

Instructions for completion:

- 1) Following on from 2) above, click on the correct & current business name
- 2) You will be redirected to a ASIC webpage relating to your business
- 3) Complete the details below as per the 'Business Name Summary' information displayed

Business Name:			
Address for service of documents:	Suburb		Post Code
Principal place of business:	Suburb		Post Code



Contact Details

Surname:		First Name:	
Business hours phone:		Mobile Phone:	
Email address:			



Premise Details

Please complete only if details different to the 'principle place of business' provided in 'Business Details' above.

Property name:		Lot on plan:	
Address:			
Suburb:		Postcode:	



Activity Details

Number of Bedrooms			
Maximum Capacity	If greater than 4 unrelated guests or 6 related guests please disregard and complete a Food Business Notification form.		
Water Supply	<input type="checkbox"/> Reticulated	<input type="checkbox"/> Private, e.g. bore, tank	
Pool / Spa	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

 **Attachments**

Copy of your Australian Business Registration detailing your ABN

 **Customer Signature**

I/we hereby declare the information provided to be true and correct. I/we understand that should any information not be completed or attached, or relevant fees not received with application, this application may be considered not properly made, and returned without assessment.

Name		Signature		Date	/	/
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LODGE MENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

OR

General Manager
Cessnock City Council
DX 21502
CESSNOCK

Payment Method

By mail - Cheque, Money Order or Credit Card (*complete the section below*)

**Lodge in person
(between 9am – 4.30pm) at
Council’s Administration Building**

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

Payment Method

In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.

How to Contact Us

Phone: (02) 4993 4300
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted until 4.30pm*

Fees

Fees are calculated in accordance with Council’s adopted fees and charges.

If you require further information regarding this request, please contact Council's Customer Service Centre on (02) 4993 4300.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:

Payment Contact Phone Number: