



OFFICE USE ONLY	
Receipt Number:	_____
Date Received:	_____
Amount Paid:	_____
Customer Service Officer:	_____

Notification of a Food Business

Food Act 2003



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 (for established premises)

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:	



Premise Details (for mobile premises)

Vehicle registration:			
Inspection address: must be within Cessnock LGA			
Suburb:		Postcode:	





Activity Details

Type of premises: Please tick more than one where applicable	<input type="checkbox"/> Commercial kitchen	<input type="checkbox"/> Van/Cart	<input type="checkbox"/> Canteen/Kiosk
	<input type="checkbox"/> Home kitchen	<input type="checkbox"/> Supermarket	<input type="checkbox"/> Other _____
Type of business: Please tick more than one where applicable	<input type="checkbox"/> Service Station	<input type="checkbox"/> Café	<input type="checkbox"/> Cellar Door
	<input type="checkbox"/> Takeaway	<input type="checkbox"/> Caterer	<input type="checkbox"/> B&B (3 rooms or less)
	<input type="checkbox"/> Function Centre	<input type="checkbox"/> Pub/Tavern	<input type="checkbox"/> Other _____
	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Licensed Club	
Days & hours of operation:			
Number of full time equivalent food handlers employed:	<input type="checkbox"/> 5 or less	<input type="checkbox"/> 6 to 50	<input type="checkbox"/> 51 or more
Water supply:	<input type="checkbox"/> Reticulated	<input type="checkbox"/> Private, e.g. bore, tank	
Will you be using raw egg or raw egg product:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	



Suitability

Please detail your skills and knowledge relating to the selling of safe & suitable food			
Have you been convicted for a breach of any food legislation? <input type="checkbox"/> No <input type="checkbox"/> Yes, please attach details			



Nomination of a Food Safety Supervisor

If you do not know the details of your food safety supervisor/s (FSS) at this time, do not complete this section. You are required to provide these details within thirty (30) days of commencing trade. Note: Non-profit organisations are not required to appoint a FSS upon provision of ACNC documentation (refer to <http://www.acnc.gov.au/>)

Food Safety Supervisor Name			
Contact Address			
Suburb		Postcode	
Phone Business Hrs			



Attachments

- Floor plans to standard similar to Appendix 1 or 2 (please turn over)
- Copy of statement of attainment for "Food Safety Supervisor" from a Registered Training Organisation (if applicable)
- Copy of your menu or description of the food to be prepared
- Copy of your Australian Business Registration detailing your ABN
- If you are a not-for-profit organisation or a charity, ACNC documentation (refer to <http://www.acnc.gov.au/>)

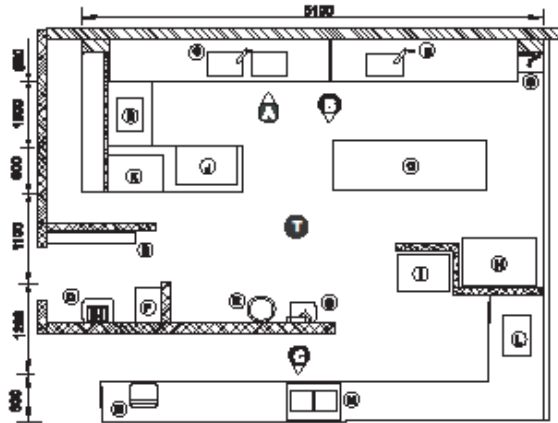


Customer Signature

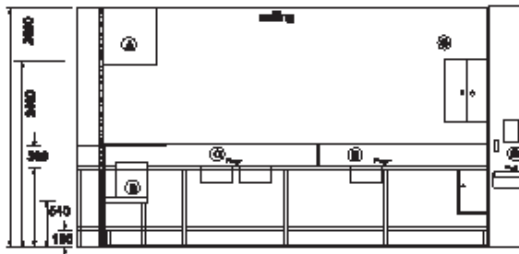
I/we hereby notify Cessnock City Council of our food business and declare the information provided to be true and correct. I/we understand that should any information not be completed or attached this notification may be considered incomplete and returned without processing.

Name		Signature		Date	/	/
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Appendix 1 - Example floor plan of an established premise

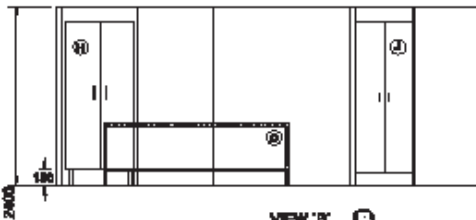


FLOOR PLAN

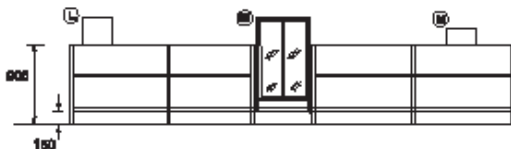


VIEW 'A'

wiring



VIEW 'B'



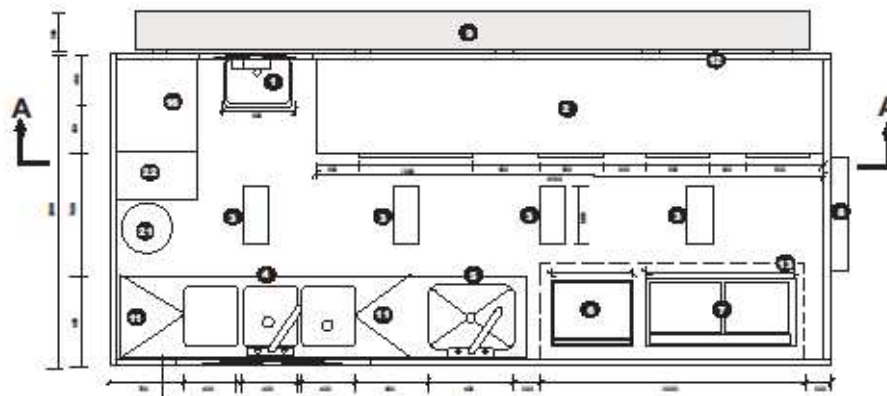
VIEW 'C'

- A Mechanical exhaust
- B Fryer
- C Stainless steel
- D Staff personal effects storage
- E Stainless food preparation sink
- F Chemical storage unit
- G Stainless steel hand wash basin 400mm by 500mm
- H Upright scope commercial refrigeration unit
- I Scope upright drinks fridge
- J Dry goods pantry
- K Commercial pie warmer
- L Coffee
- M Refrigerated display cabinet
- N Cash register
- O Stainless steel food preparation bench
- P General waste bin
- Q Cleaners sink
- R Waste bin
- S Storage cupboard
- T Floor waste drain

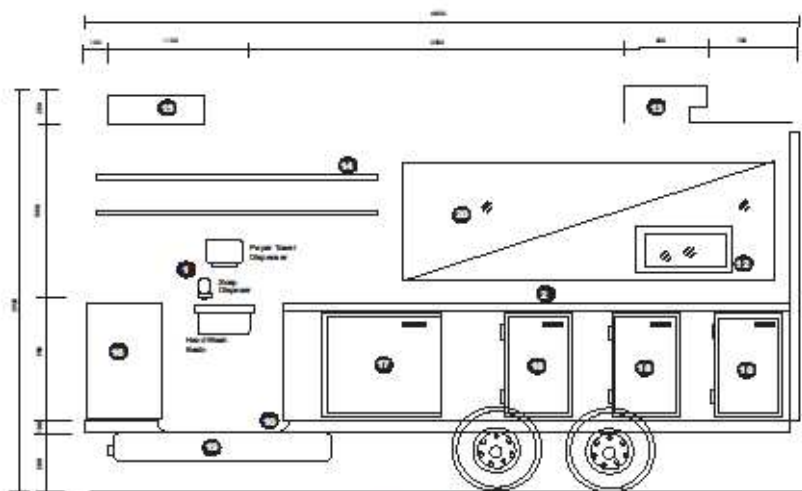
- FLOOR Ceramic tiles and coving to all walls.
- WALLS Timber framing.
- WALL LINING 10mm plasterboard gloss enamel finish.
- BENCHES Stainless steel bench and frame.
- FRONT COUNTER Laminex bench top.
- CEILING Sealed plasterboard tiles gloss enamel finish.

- PLUMBING ss basin, knee operated mixer tepid & cold water ss sinks, lever mixer tap, hot and cold water.
- BACKFLOW PREVENTION Air gap to all tapware. Dual check valve to coffee machine.

Appendix 2 - Example floor plan of a mobile premise



Floor Plan



Section A-A

- | | |
|---|---|
| <p>1 Stainless steel hand wash basin provided with hot and cold water through single spout 450mm by 450mm. Knee operated basin supplied with liquid soap and paper towel dispensers fixed directly above.</p> <p>2 Food preparation bench stainless steel construction.</p> <p>3 Ample fluorescent lighting - 30 Watt 12 volt DC.</p> <p>4 3-compartment/dishwashing sink (hot and cold mixed water faucet) 300mm(w) by 400mm(l) by 300mm(d).</p> <p>5 Food preparation/large pot wash sink (hot and cold mixed water faucet) 600mm(w) by 550mm(l) by 400mm(d).</p> <p>6 Cooktop/Grill natural gas fitted with large wheels for cleaning requirements.</p> <p>7 Commercial natural gas deep fryer with large wheels for cleaning requirements.</p> <p>8 Self closing entrance door.</p> <p>9 Stainless steel folding table.</p> <p>10 Commercial grade seamless vinyl flooring covered to walls.</p> <p>11 Stainless steel drainboards.</p> | <p>12 Self-closing screened pass-out window.</p> <p>13 Mechanical exhaust extraction unit compliant with A.S 1568 Part 1 & 2 Discharge vent screened to prevent pest and vermin entry.</p> <p>14 Stainless steel shelving sealed to wall.</p> <p>15 250L gravity portable water storage unit tank - food grade reinforced plastic.</p> <p>16 Storage cupboards - personal effects, cleaning equipment/chemicals</p> <p>17 Gas operated commercial stainless steel Freezer unit fitted with external temperature gauges accurate to +/- 1C.</p> <p>18 Gas operated commercial stainless steel refrigeration unit fitted with external temperature gauges accurate to +/- 1C.</p> <p>19 Primary waste water tank 90L.</p> <p>20 Window.</p> <p>21 Swing window perspex for protection from exterior dust.</p> <p>22 Waste bin with close fitting lid.</p> <p>23 Dry goods storage pantry.</p> |
|---|---|