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SPECIAL EVENTS FOOD BUSINESS NOTIFICATION FORM

Use this form to notify Singleton Council of a food business as required under the Food Act 2003

Information

The Food Act 2003 requires retail food businesses to notify Council of their details prior to trading including temporary food stalls and mobile food vans.

This form allows event organisers to submit this information for all food premises and assists Council to conduct a risk assessment as to whether food safety inspections will be required to be undertaken at the event. If inspections are required, then the event organiser is charged at the per hour fee listed in Council's Fees and Charges.

This form is to be filled in and submitted to council within a minimum of 7 days prior to the event occurring.

1. Event Information									
Event Name									
Event Reference Number									
Location of Event									
Suburb			State		Post code				
Date(s)		Start and Finish Time(s)							
Short Description of Event									
2. Event Organiser Details									
Organiser Company or Body									
ABN/ACN									
Postal Address									
Suburb			State		Post code				
Contact Name									
Contact Number		Email Address							
3. Event Inspection Details (if required)									
Time food businesses will be set	t up								
Best site contact person on the d	day								
Site contact phone number									
How to Lodge your Applica	ation								

The application can be lodged in person, emailed to Singleton Council or delivered to the building (see details in the top letterhead). Or alternatively, click the Submit Form button below to submit the from electronically

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998, Government Information Public Access Act 2009 and Council's Privacy Management Plan. The supply of information on this form is voluntary but it is required to process your application/request. The Privacy Management Plan may be accessed on Council's website. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.

PLEASE SEE OVER PAGE TO LIST FOOD BUSINESSES



Temporary Food Stall and Mobile Food Van List attending the event											
	Proprietor/Company Address Contact Name & Details (Phone Number & Email Postal Address be Sold				Mobile (M)	This information is not compulsory but assists Council to conduct an accurate risk assessment as to whether food safety inspections will be required at the event.					
Trade Name		Types of Foods to be Sold	or Temporary Food Stall (T)	If required, do you have a current Food Safety Supervisor Certificate (FSS)	Have you had a recent Council Inspection? If yes, date and name of Council	FSS and/or Council Inspection Report attached					