

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 up	
Best site contact person on the day	
Site contact phone number	

How to Lodge your Application

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 form 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

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