



Information for the proprietor

- Under section 100 of the *Food Act 2003* proprietors of food businesses must notify the appropriate enforcement agency before operating.
 Businesses that need to notify Queanbeyan-Palerang Regional Council operate at the retail level and include restaurants, cafes and takeaways; mobile food outlets; supermarkets; convenience stores; childcare centres; canteens and most home-based food businesses.
 For more information on notification requirements please visit <https://www.foodauthority.nsw.gov.au/help/licensing>
- Under section 106C of the *Food Act 2003* the proprietor of a food business must appoint at least one food safety supervisor for the premises. There are exemptions for certain businesses and businesses who do not sell unpackaged potentially hazardous food. For more details see <https://www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors/guide-for-businesses>
- Information collected from this form will be recorded in Council's list of food businesses. Under section 101A of the *Food Act 2003* this list must be made available for inspection by members of the public.
- Please return this completed form to Council:

By email

council@qprc.nsw.gov.au

In person

256 Crawford Street, Queanbeyan
 10 Majara Street, Bungendore
 144 Wallace Street, Braidwood

By mail

PO Box 90, Queanbeyan,
 NSW 2620

SECTION A: Food business details

Food business trading name		
Food business address (or food stall/food van sale location)		
Food business type	<input type="checkbox"/> Accommodation <input type="checkbox"/> Aged care <input type="checkbox"/> Bakery <input type="checkbox"/> Café/Restaurant <input type="checkbox"/> Takeaway <input type="checkbox"/> Canteen <input type="checkbox"/> Caterer <input type="checkbox"/> Child care centre	<input type="checkbox"/> Home-based food business <input type="checkbox"/> Service station <input type="checkbox"/> Supermarket <input type="checkbox"/> Temporary food stall <input type="checkbox"/> Water carter <input type="checkbox"/> Mobile food (<i>complete section E</i>) <input type="checkbox"/> Retail (low risk pre-packaged food)

SECTION B: Food business proprietor details	
SECTION B1: Company details (complete if business operates as a company)	
Company name	
ABN	
Registered company address	
SECTION B2: Individual details (complete if business operates under a sole trader, partnership or other entity)	
Individual name(s)	
ABN	
Residential address	
SECTION B3: Proprietor contact details (all business types complete)	
Preferred postal address	
Email address	
Phone	
Mobile	
SECTION C: Emergency and food recall contact details	
Name	
Address	
Email address	
Phone	
Mobile	

SECTION D: Food Safety Supervisor (FSS) details	
FSS name	
FSS certificate number	
FSS expiry date	
FSS attached to notification	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION E: Mobile food van details	
Garaging address	
Vehicle registration number	
State of vehicle registration	
Home jurisdiction – <i>council/authority where vehicle is garaged if garaging address is outside the QPRC local government area</i>	
SECTION F: Applicant signature	
Name	
Signature	
Date	