



Regulated food/beverage business registration application form.

Part 1: Premises details

Trading name	
Premises Address	
Premises contact number	

Part 2: Proprietor/Company details

Proprietor / Company Name	
ABN/ACN number	
Director Name/s	
Contact Person Name	
Contact Person Number	
Email Address (reports & invoices are issued via email)	
Postal Address (different to the store address)	
Date of commencement of business or date on which changes will take effect (whichever is applicable)	

Please select which is applicable to your application.

<input type="checkbox"/>	New premises	<input type="checkbox"/>	Change of proprietor/owner
<input type="checkbox"/>	Change of trading name	<input type="checkbox"/>	Updating contact details.
<input type="checkbox"/>	Ceased to exist/trade	<input type="checkbox"/>	Other: <input type="text"/>

Contact us:

council@cityofparramatta.nsw.gov.au | 02 9806 5050
@cityofparramatta | PO Box 32, Parramatta, NSW 2124
ABN 49 907 174 773 | cityofparramatta.nsw.gov.au

A service fee applies to inspections for regulated premises. All fees and charges are reviewed annually under Council's management plan and can viewed at www.cityofparramatta.nsw.gov.au

Please select the applicable boxes related to your business.			
	Food Premises (also complete page 4)		Small sized (5 or less equivalent full time food handlers)
	Home Based Business (also complete page 5)		Medium sized (6-50 equivalent full time food handlers)
	Mobile Food Vendor*		Large sized (51 or more equivalent full time food handlers)

*Section 68 application is also required under the Local Government Act 1993 if trading on public land.

Mobile food vehicle registration number:	
Where is your mobile food vehicle located overnight? (Please provide full address)	
Note – If located outside of the City of Parramatta Council Local Government Area please register with that Local Council.	

Part 3: Development Consent

If development consent is required or you are unsure if the site has an existing approval, please contact the Customer Contact Team on 02 9806 5050. Registration does not constitute development consent.

Has development consent been granted for the above use?		Yes		No
Application number (DA or CDC)				
Has Construction Certificate (CC) been issued?		Yes		No
Construction Certificate number				

Part 4: Privacy & Personal Information Protection Notice:

- **Purpose of collection:** Council is collecting your personal information to enable council to assess and determine your application.
- **Intended recipients:** The intended recipient of the information is City of Parramatta Council.
- **Supply:** While the supply of this information is compulsory, the personal information you provide will enable council to meet its statutory requirements.
- **Access/correction:** The personal information can be accessed by you and may also be available to third parties in accordance with City of Parramatta's access to information policy and privacy management plan. Your personal information may be disclosed to third parties for the purpose of complying with the applicable legislation. You may make an application for access or amendment to personal information held by Council. Council will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998.
- **Storage:** Council is the agency that holds the personal information. Council may be contacted on 9806 5050.

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Part 5: Applicant Declaration.

I declare that to the best of my knowledge all the information supplied on this form is accurate and correct.			
Print name			
Signature		Date	

Applications can be lodged via:

- **Email:** council@cityofparramatta.nsw.gov.au
- **In Person:** Customer Service at PHIVE Building – 5 Parramatta Sq Parramatta
Monday to Thursday, 9am – 8pm and Friday to Sunday, 9am – 5pm

Once your business has been registered by Council, we'll send a confirmation email with your licence details and other important information.

Food/Beverage Premises

To allow council to determine your risk classification please complete the details below by selecting 1x food/beverage licence category & as many food/beverage type categories that apply to your business. For further information regarding the risk classification system please contact us by telephone on 02 9806 5050 or visit our website: www.cityofparramatta.nsw.gov.au

	Food/beverage licence category (select 1 only)		Food/beverage type category (select multiple where applicable)
	Bakery		All food supplied by manufacturer
	Boarding house		Beverage
	Bottle shop		BYO meals (childcare)
	Café		Coffee
	Caterer		Delicatessen
	Childcare centre		Ice-cream & gelato
	Convenience store		Low risk bakery foods (eg bread, cakes)
	Fresh chicken		Packaged food
	Fresh seafood		Pate
	Fruit market		Pizza shop
	Function centre		Raw egg foods (eg aioli, raw egg mayonnaise)
	Home based business		Retail meat (packaged meat only)
	Hotel / bar / nightclub		Ready to eat food – sell (no prep)
	Restaurant		Ready to eat foods - prepare, handle, sell
	School canteen		Ready to eat meats (eg chicken, pork, beef)
	Service station		Processing fruit, salads, vegetables
	Supermarket		Seafood - raw
	Takeaway / fast food		Seafood - cooked
	Other (please state below)		Sous vide
			Sushi
			Unpasteurised juice
			Whole fruit and vegetables

Home-based Business

For home-based businesses, please complete the details below to allow Council to determine your risk classification. An initial inspection will be conducted for all applicants to confirm the risk rating and businesses classified high and medium risk, will be added to council's routine inspection program.

Food production activity		Risk classification Guide	Food production activity		Risk classification Guide
	Baby / infant foods	High		Acid preserved foods	Medium
	Bakery – high moisture baked goods	High		Alcoholic beverages	Low
	Bakery - biscuits	High		Caterer – childcare	High
	Bakery - bread/pizza bases/wraps	Low		Caterer – corporate	High
	Bakery - cakes/muffins	Low		Caterer - function	High
	Bakery - pies/sausage rolls	Medium		Caterer - institutional	High
	Cold storage / dry storage	Medium		Coffee roasting/ grinding	Low
	Contract food packer	Medium		Condiments/syrup	Low
	Cook chill products	High		Confectionary	Low
	Dips, pates	High		Fruit drying	Low
	Dressings	High		Nuts	Low
	Frozen meals	Medium		Pasteurised juice	Medium
	Ready to eat meals	High		Pasteurised sauces	Medium
	Repackaging products requiring temperature control	Medium		Raw egg containing foods	High
	Sandwiches	High		Repackaging shelf stable products	Low
	Store products requiring temperature control	Medium		Shelf stable meals	Low
	Unpasteurised juices	High		Snack foods	Low
	Unpasteurised sauces	High		Store shelf stable products	Low
	Vegetarian food	High		Tea products	Low
Other food (please state)					

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