



REGULATED FOOD BUSINESS REGISTRATION APPLICATION FORM (AUG 2019)

PART 1: PREMISES DETAILS

TRADING NAME

SHOP NUMBER

BUILDING/ARCADE

<input type="text"/>	<input type="text"/>
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ADDRESS

POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)

PHONE NUMBER

PART 2: PROPRIETOR DETAILS

PROPRIETOR/COMPANY NAME

ABN / ACN NUMBER

<input type="text"/>	<input type="text"/>
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DIRECTOR NAME/S

REGISTERED COMPANY ADDRESS

RESIDENTIAL ADDRESS

NOTE: BEFORE THIS APPLICATION CAN BE LODGED AT LEAST ONE OF THE TELEPHONE CONTACTS BELOW MUST BE SUPPLIED. COUNCIL NOW COMPLETES FOOD INSPECTIONS ELECTRONICALLY, FOR REPORTS TO BE SUPPLIED YOU ARE REQUIRED TO PROVIDE A CURRENT EMAIL ADDRESS. IF AN EMAIL ADDRESS IS NOT SUPPLIED, A PROCESSING SERVICE FEE MAY BE APPLIED.

RESIDENTIAL TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

<input type="text"/>	<input type="text"/>
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EMAIL ADDRESS

CONTACT PERSON (IF DIFFERENT FROM ABOVE)

POSITION

<input type="text"/>	<input type="text"/>
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DATE ON WHICH CHANGES WILL TAKE EFFECT/DATE OF COMMENCEMENT OF BUSINESS (WHICHEVER IS APPLICABLE)

PLEASE INDICATE FOR WHICH PURPOSE YOU ARE SUBMITTING THIS FORM BY TICKING ONE OF THE BOXES BELOW

- | | | |
|--|---|---|
| <input type="checkbox"/> NEW PREMISES | <input type="checkbox"/> CHANGE OF PROPRIETOR | <input type="checkbox"/> CHANGE OF TRADING NAME |
| <input type="checkbox"/> CEASED TO EXIST | <input type="checkbox"/> CEASED TO TRADE | <input type="checkbox"/> OTHER |

IF YOU TICKED 'OTHER' PLEASE PROVIDE DETAILS IN THE BOX BELOW

PLEASE INDICATE THE TYPE OF BUSINESS TO WHICH YOUR APPLICATION RELATES BY TICKING THE APPLICABLE BOX/ES AND INCLUDE FURTHER INFORMATION BELOW AS REQUIRED

- FOOD PREMISES (SEE PG3) SMALL SIZED (5 OR LESS EQUIVALENT FULL TIME FOOD HANDLERS)
 HOME BASED BUSINESS (SEE PG4) MEDIUM SIZED (6-50 EQUIVALENT FULL TIME FOOD HANDLERS)
 MOBILE FOOD VEHICLE# LARGE SIZED (51 OR MORE EQUIVALENT FULL TIME FOOD HANDLERS)

#APPLICATION REQUIRED UNDER SECTION 68 OF THE LOCAL GOVERNMENT ACT 1993 IF TRADING ON PUBLIC LAND

NOTE: A SERVICE FEE APPLIES TO INSPECTIONS OF REGULATED PREMISES. ALL FEES AND CHARGES ARE REVIEWED ANNUALLY UNDER COUNCIL'S MANAGEMENT PLAN AND CAN BE VIEWED AT WWW.CITYOFARRAMATTA.NSW.GOV.AU.

MOBILE FOOD VEHICLE REGISTRATION

WHERE IS YOUR MOBILE FOOD VEHICLE GARAGED OVERNIGHT? (PLEASE PROVIDE FULL ADDRESS)

PART 3: DEVELOPMENT CONSENT

IF DEVELOPMENT CONSENT IS REQUIRED OR YOU ARE UNSURE IF THE SITE HAS AN EXISTING APPROVAL, PLEASE CONTACT THE DEVELOPMENT CUSTOMER SERVICE CENTRE ON 02 9806 5524. REGISTRATION DOES NOT CONSTITUTE DEVELOPMENT CONSENT.

HAS DEVELOPMENT CONSENT BEEN GRANTED FOR THE ABOVE USE? Yes No

DA NUMBER

HAS A CONSTRUCTION CERTIFICATE (CC) BEEN ISSUED FOR THE PREMISES FIT-OUT? Yes No

CC NUMBER

PART 4: PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

- PURPOSE OF COLLECTION:** COUNCIL IS COLLECTING YOUR PERSONAL INFORMATION IN ORDER 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 OR AT 126 CHURCH STREET, PARRAMATTA NSW 2150.

PART 5: LODGEMENT DETAILS

YOU CAN LODGE THE COMPLETED APPLICATION BY:

EMAIL: COUNCIL@CITYOFARRAMATTA.NSW.GOV.AU
MAIL: CITY OF PARRAMATTA, PO BOX 32, PARRAMATTA NSW 2150
IN PERSON: 126 CHURCH STREET, PARRAMATTA
MONDAY-FRIDAY, 8.30AM – 5.00PM

FOR FURTHER INFORMATION REGARDING YOUR APPLICATION PLEASE CONTACT US BY TELEPHONE ON 02 9806 5050 OR VISIT OUR WEBSITE: WWW.CITYOFARRAMATTA.NSW.GOV.AU.

PART 6: APPLICANT DECLARATION

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE, THE INFORMATION PROVIDED IN THIS APPLICATION IS ACCURATE AND CORRECT.

PROPRIETOR NAME	PROPRIETOR SIGNATURE	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE USE ONLY

NEW ACTIVITY EXISTING PREMISES, PREVIOUS REGISTRATION VEHICLE/PREMISES REPORT ATTACHED?
FILE NUMBER DATE

<input type="text"/>	<input type="text"/>
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TO ALLOW COUNCIL TO DETERMINE YOUR RISK CLASSIFICATION PLEASE COMPLETE THE DETAILS BELOW BY SELECTING 1X **FOOD LICENSE CATEGORY** & AS MANY **FOOD 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 LICENSE CATEGORY (SELECT 1 ONLY)	FOOD TYPE CATEGORY (MULTIPLE WHERE APPLICABLE)
<input type="checkbox"/> BAKERY	<input type="checkbox"/> ALL FOOD SUPPLIED BY MANUFACTURER
<input type="checkbox"/> BOARDING HOUSE	<input type="checkbox"/> BEVERAGE
<input type="checkbox"/> BOTTLE SHOP	<input type="checkbox"/> BYO MEALS (CHILDCARE)
<input type="checkbox"/> CAFÉ	<input type="checkbox"/> COFFEE
<input type="checkbox"/> CATERER	<input type="checkbox"/> DELICATESSEN
<input type="checkbox"/> CHILDCARE CENTRE	<input type="checkbox"/> ICE-CREAM & GELATO
<input type="checkbox"/> CONVENIENCE STORE	<input type="checkbox"/> LOW RISK BAKERY FOODS (EG BREAD, CAKES)
<input type="checkbox"/> FRESH CHICKEN	<input type="checkbox"/> PACKAGED FOOD
<input type="checkbox"/> FRESH SEAFOOD	<input type="checkbox"/> PATE
<input type="checkbox"/> FRUIT MARKET	<input type="checkbox"/> PIZZA SHOP
<input type="checkbox"/> FUNCTION CENTRE	<input type="checkbox"/> RAW EGG FOODS (EG AIOLI, RAW EGG MAYONNAISE)
<input type="checkbox"/> HOME BASED BUSINESS	<input type="checkbox"/> RETAIL MEAT (PACKAGED MEAT ONLY)
<input type="checkbox"/> HOTEL / BAR / NIGHTCLUB	<input type="checkbox"/> READY TO EAT FOOD – SELL (NO PREP)
<input type="checkbox"/> RESTAURANT	<input type="checkbox"/> READY TO EAT FOODS - PREPARE, HANDLE, SELL
<input type="checkbox"/> SCHOOL CANTEEN	<input type="checkbox"/> READY TO EAT MEATS (EG CHICKEN, PORK, BEEF)
<input type="checkbox"/> SERVICE STATION	<input type="checkbox"/> PROCESSING FRUIT, SALADS, VEGETABLES
<input type="checkbox"/> SUPERMARKET	<input type="checkbox"/> SEAFOOD - RAW
<input type="checkbox"/> TAKEAWAY / FAST FOOD	<input type="checkbox"/> SEAFOOD - COOKED
<input type="checkbox"/> OTHER (PLEASE STATE)	<input type="checkbox"/> SOUS VIDE
	<input type="checkbox"/> SUSHI
	<input type="checkbox"/> UNPASTEURISED JUICE
	<input type="checkbox"/> WHOLE FRUIT AND VEGETABLES

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
<input type="checkbox"/> BABY / INFANT FOODS	HIGH	<input type="checkbox"/> ACID PRESERVED FOODS	MEDIUM
<input type="checkbox"/> BAKERY – HIGH MOISTURE BAKED GOODS	HIGH	<input type="checkbox"/> ALCOHOLIC BEVERAGES	LOW
<input type="checkbox"/> BAKERY - BISCUITS	HIGH	<input type="checkbox"/> CATERER – CHILD CARE	HIGH
<input type="checkbox"/> BAKERY - BREAD/PIZZA BASES/WRAPS	LOW	<input type="checkbox"/> CATERER – CORPORATE	HIGH
<input type="checkbox"/> BAKERY - CAKES/MUFFINS	LOW	<input type="checkbox"/> CATERER - FUNCTION	HIGH
<input type="checkbox"/> BAKERY - PIES/SAUSAGE ROLLS	MEDIUM	<input type="checkbox"/> CATERER - INSTITUTIONAL	HIGH
<input type="checkbox"/> COLD STORAGE / DRY STORAGE	MEDIUM	<input type="checkbox"/> COFFEE ROASTING/ GRINDING	LOW
<input type="checkbox"/> CONTRACT FOOD PACKER	MEDIUM	<input type="checkbox"/> CONDIMENTS/SYRUP	LOW
<input type="checkbox"/> COOK CHILL PRODUCTS	HIGH	<input type="checkbox"/> CONFECTIONARY	LOW
<input type="checkbox"/> DIPS, PATES	HIGH	<input type="checkbox"/> FRUIT DRYING	LOW
<input type="checkbox"/> DRESSINGS	HIGH	<input type="checkbox"/> NUTS	LOW
<input type="checkbox"/> FROZEN MEALS	MEDIUM	<input type="checkbox"/> PASTEURISED JUICE	MEDIUM
<input type="checkbox"/> READY TO EAT MEALS	HIGH	<input type="checkbox"/> PASTEURISED SAUCES	MEDIUM
<input type="checkbox"/> REPACKAGING PRODUCTS REQUIRING TEMPERATURE CONTROL	MEDIUM	<input type="checkbox"/> RAW EGG CONTAINING FOODS	HIGH
<input type="checkbox"/> SANDWICHES	HIGH	<input type="checkbox"/> REPACKAGING SHELF STABLE PRODUCTS	LOW
<input type="checkbox"/> STORE PRODUCTS REQUIRING TEMPERATURE CONTROL	MEDIUM	<input type="checkbox"/> SHELF STABLE MEALS	LOW
<input type="checkbox"/> UNPASTEURISED JUICES	HIGH	<input type="checkbox"/> SNACK FOODS	LOW
<input type="checkbox"/> UNPASTEURISED SAUCES	HIGH	<input type="checkbox"/> STORE SHELF STABLE PRODUCTS	LOW
<input type="checkbox"/> VEGETARIAN FOOD	HIGH	<input type="checkbox"/> TEA PRODUCTS	LOW
<input type="checkbox"/> OTHER FOOD (PLEASE STATE)			