



If you need help lodging your form, contact us		Office use only		
Email	council@northernbeaches.nsw.gov.au	Form ID	4115	
Phone	1300 434 434	TRIM Ref	2019/069231	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	June 2021
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Environmental Compliance
			Application No.	<input type="text"/>
			Receipt No.	<input type="text"/>

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

About this Form

This form is to be completed when notifying Council of your fixed food business or notifying of a change in particulars to the business' details. Please note, all sections of this form must be complete in order to process. Failure to complete all sections may result in the form being returned.

Part 1: Applicant Details

Title	Mr	Mrs	Ms	Other	
Name	<input type="text"/>				
Phone	<input type="text"/>			Mobile	<input type="text"/>
Email	<input type="text"/>				
Postal Address	<input type="text"/>				

Part 2: Food Business Proprietor Details

Proprietor Name/Company	<input type="text"/>
ABN/ACN	<input type="text"/>
Legal Address	<input type="text"/>

Part 2b: Fees

Home based business application fee	\$401
Select if applicable	
Urgency fee: 2 work days	\$257
Urgency fee: 3-10 work days	\$117

Part 3: Food Business Details

Name of Food Business			
Trading Address			
Suburb		Postcode	
Phone		Mobile	
Email			
Contact Person			

Part 4: Food Business Type

Home food business	Family day care	Other		
Has development consent* been obtained by Council for the operation of the food business in the above location?¹			Yes	No
Development Consent Ref. Number				

*Development consent refers to approved use of the premises as a food business under a Development application or a Complying Development Certificate

Part 5: Food Type

Are potentially hazardous foods (PHF)² being prepared/handled as part of this food business? Click here for more information.		Yes	No	
If yes provide list of products containing PHF				
Will any of the following hazardous processes be undertaken (please tick)				
Sushi	Cryovaking	Curing	Sous Vide	Use of raw or lightly cooked egg products
Smoking foods	Ceviche (use of raw fish)	Hot holding of foods e.g. bain marie	Tartare (use of raw meat)	
Cook and chill processes e.g. cooking of foods with immediate rapid chilling (blast chiller)				
Will all of the food handling/preparation be undertaken from the trading address identified above?				
Yes	No	Other:		

Part 6: Food Safety Supervisor (if required)

Food Safety Supervisor Name			
Certificate Identification Number		Expiry Date	

Part 6: Application Declaration

Applicant Name			
Signature		Date	

¹ If development consent has not been granted to undertake a food business from the abovementioned trading address you must speak to a Council Planning Enquiry Officer to discuss if you require development consent prior to submitting this form. If applicable, it is a legal requirement that consent is obtained.

² Potentially Hazardous Food is food that has to be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food or to prevent the formation of toxins in the food. Some examples include raw and cooked meat, seafood, cooked rice and pasta, cooked noodles, bean sprouts, dairy products.