

Notify a temporary food event

Event organisers and temporary, short-term food businesses should use this form.

Regular stall holders at events and ongoing food businesses should use the *Notify an ongoing food business* form.

Most food businesses including those involved in temporary events in NSW are required to notify their food activity details to the relevant enforcement agency unless exempt. This requirement is imposed by the Food Act 2003.

Exempt businesses include (a) 'primary production' eg, farmers, storage/transport related to farm food & livestock; (b) current licence holders with the NSW Food Authority; and (c) not-for-profit businesses where the food is not potentially hazardous or the food will be consumed immediately after thorough cooking

The notification must be updated if any details change, including:

- before any new food business or stall holder starts operation
- if the nature of the business changes, and
- if ownership changes.

It is the responsibility of each food business to notify however in the case of most events where food is sold, it may be more convenient for organisers and stall holders to notify details at the one time.

How to notify

- Free online at www.foodnotify.nsw.gov.au, including Food Safety Supervisor details
- For a \$55 processing fee incl GST, by sending this form and payment to the NSW Food Authority or local council

*Denotes required information

Please tick one:* **New notification** **Change of details** **Notification Reference No.**

1. Main event details

Name of the event*			
Event start date*		Finish date*	

1.1. Short description of event*

1.2. Event location*

Event address*			
Town/suburb*		Postcode*	
Local council*			

2. Event organiser details*

Organiser company or body *			
Contact family name*		First name*	
Office address*			
Town/suburb*		Postcode*	
Local council*			
Phone (bus hours)*		(after hrs)	
Fax			
Email			

2.1. Mailing address* (if same as organiser address write 'as above')

Postal address*			
Town/suburb*		Postcode*	

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3. Stall holder details (complete for each food stall at this event; if more than 2 please copy page and attach)

3.1. Stall 1

Name of stall*			
Food business notification no.		Stall holder ABN	
Proprietor/company name*			
Trading name			
Address*			
Town/suburb*		Postcode*	
Local council*			
Postal address*			
Town/suburb*		Postcode*	
Contact family name*		First name*	
Phone (bus hrs)*		Phone (after hrs)	
Fax			
Email			

3.2. Stall 2

Name of stall*			
Food business notification no.		Stall holder ABN	
Proprietor/company name*			
Trading name			
Address*			
Town/suburb*		Postcode*	
Local council*			
Postal Address*			
Town/suburb*		Postcode*	
Contact family name*		First name*	
Phone (bus hrs)*		Phone (after hrs)	
Fax			
Email			

Food Safety Supervisor (FSS) details

Certain hospitality and retail food service sector businesses must also designate an FSS and notify the FSS' details. Temporary, short-term food businesses should refer to www.foodauthority.nsw.gov.au/fss

If an FSS is required, please obtain an *FSS notification form* from the local council.

4. Declaration and consent

<p>Personal information in this form may be protected by the <i>Privacy and Personal Information Protection Act 1998</i> (NSW). By giving this information, I consent to the information being recorded on a database and stored. I also consent to this information being disclosed to other relevant Australian agencies involved in enforcement of food safety and labelling standards and health for relevant monitoring, compliance and/or investigation purposes. My consent includes interstate agencies as applicable. If any information supplied by me may be considered to be untrue or misleading in any respect, I understand that the NSW Food Authority may take such action as it believes necessary including the disclosure of the information to any person or body the Authority considers has a legitimate interest in receiving it, and I consent to such disclosure.</p>			
Print name*			
Event organiser signature*		Date*	

Please lodge this form with your local council or NSW Food Authority at:

Office use only:

Date received	/ /	Date entered	/ /	Fee received	\$	Notification no		Advised Y/N	
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